# THE JOHN HENRY NEWMAN CATHOLIC SCHOOL

## Person Specification for Librarian

| **Essential** | **Desirable** |
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| **Skills, qualification and knowledge**Educated to degree levelHave a professional qualification in Librarianship  Can use ICT effectively to support learningExperience of working with secondary age pupils in a voluntary or paid capacityGeneral understanding of secondary school education including national curriculum and relevant learning programmes and strategiesExperience of working in a school or public libraryA broad knowledge of children’s literature Experience of organising and leading events |  First degree or Masters degree in Library and Information ScienceCILIP accredited qualificationExperience of running a school libraryExperience of managing a budgetExperience of Accelerated Reader and classification of books in the library using that system. |
| **Leadership and management**Possess the capacity to lead and grow library provision in the coming yearsBe able to liaise with the Literacy lead and work collaboratively with subject departmentsHave excellent organisation and decision-making skillsHave vision and enthusiasm which can be shared with staff and students |  |
| **Personal**Genuine passion and a belief in the potential of every pupilResilience and determinationAbility to communicate effectively and relate well to othersAbility to work constructively as part of a teamEffective time management and organisational skillsCommitment to equality of opportunity and the safeguarding and welfare of all pupilsFully support for the School’s aims, values and Catholic ethosDemonstrate excellent attendance, punctuality and professional appearance |  |