

## Person Specification - Academy Librarian and Reading Champion

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1	Experience of advancing progress of students within a learning environment.
2	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency.
3	Experience of general clerical/administrative work in a small team setting.
4	Ability to deliver and support library activities and events.
5	Ability to assist and direct pupils in the use of resources.
6	Experience of supporting in classrooms.

#### Desirable

7	Experience of school library filing systems.
8	The ability to supervise small groups of students alone.
9	Knowledge of library lending and returning procedures.
10	Experience of supervising students in developing reading techniques ie phonics.

### Part B: Assessment Stage

Items 1, 2, 3 and 4 of the application stage criteria and the criteria below will be further explored at the assessment stage:

#### Essential

1	Understanding of classroom roles and responsibilities.
2	Excellent ICT skills and the proven ability to use them effectively to support learning.
3	Able to relate well to children and adults and in particular able to establish positive relationships with students.
4	Able to respond positively and effectively to unexpected problems and situations.
5	Able to work with minimal supervision.

6	Able to work constructively as part of a team and with a flexible approach to work.
7	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people;</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> </ul>
8	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

### Desirable

9	Awareness of relevant legislation relating to child protection.
10	Understanding of principles of child development and learning processes.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with pupils	Yes
Letter of application	Yes	Other (specify)	No

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau.
2	Additional criminal record checks if applicant has lived outside the UK.
3	List 99 and/or POCA List (residential establishments only) check.
4	Medical clearance.
5	Two references from current and previous employers (or education establishment if applicant not in employment).

