**PERSON SPECIFICATION**

**ILC MANAGER**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **SKILLS AND ABILITIES** | | |
| Ability to lead/manage an ILC | 🗸 |  |
| Highly competent in use of ICT and can use technology to support the delivery of student learning and management of ILC systems | 🗸 |  |
| Demonstrates creativity and imagination, with the ability to adapt style to different needs of students | 🗸 |  |
| Effective communication skills, able to develop open and constructive relationships with colleagues and students | 🗸 |  |
| Ability to manage and disseminate information in a range of different media | 🗸 |  |
| Displays tact, patience, firmness | 🗸 |  |
| Financial management skills with respect to ILC budget |  | 🗸 |
| Well organised with excellent attention to detail | 🗸 |  |
| Good numeracy, literacy and research skills | 🗸 |  |
| Ability to use initiative and provide a good standard of support without constant supervision | 🗸 |  |
| Good networking skills and ability to build links with local schools and outside bodies | 🗸 |  |
| Confident behaviour management skills, using different approaches to manage groups of up to 30-50 students | 🗸 |  |
| Passionate about books with the ability to communicate that enjoyment to inspire students to read | 🗸 |  |
| **KNOWLEDGE AND UNDERSTANDING** | | |
| Experience of working with, motivating/mentoring young people aged 11-16 in a voluntary or professional capacity | 🗸 |  |
| Knowledge of how ILC’s can be used to support curriculum delivery and raising standards for students of different ages | 🗸 |  |
| Knowledge of current/future curriculum and the impact upon ILC |  | 🗸 |
| Ability to be systematic and well-organised in all aspects of the job | 🗸 |  |
| A wide knowledge of available literature, in particular contemporary children’s literature, to advise and guide ILC users | 🗸 |  |
| Knowledge and understanding of all Microsoft Word and Excel | 🗸 |  |
| Experience of using the ECLIPSE database |  | 🗸 |
| **QUALIFICATIONS** | | |
| Minimum grade B GCSE in English and Maths | 🗸 |  |
| A ‘Level grade C or above (or equivalent) preferably in English | 🗸 |  |
| A recognised professional qualification in librarianship or information management |  | 🗸 |
| **PROFESSIONAL VALUES AND PRACTICE** | | |
| Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice | 🗸 |  |
| Engaging, helpful and positive disposition | 🗸 |  |
| Ability to self-evaluate professional development needs and actively seek learning opportunities | 🗸 |  |
| Willingness to undertake further training if required | 🗸 |  |