**Person Specification: Librarian. Cambourne Village College**

Created January 2018 for academic year 2017/18

Next review: 2020

|  |  |  |
| --- | --- | --- |
| **Qualifications** | Essential | Desirable |
| 5 GCSEs including English and Maths | √ |  |
| Good Honours Degree | √ |  |
| Further academic qualifications |  | √ |
| An accredited library and information qualification | √ |  |
| Chartered Membership of CILIP (MCLIP) – or willingness to attain this | √ |  |
| Evidence of involvement in continuing professional development activities | √ |  |
| **Knowledge and Skills** |
| Excellent knowledge of children’s literature | √ |  |
| Awareness of current developments in library management | √ |  |
| Effective user/administrator of Eclipse library management system |  | √ |
| Effective user/administrator of ClickView |  | √ |
| Knowledgeable about and able to teach Information literacy and research skills | √ |  |
| Expertise in online searching, using the internet and a range of subscription services | √ |  |
| Awareness of secondary school curriculum | √ |  |
| Competent user of range of Microsoft packages | √ |  |
| Ability to collect and to analyse data effectively  | √ |  |
| Understanding of child-safeguarding issues and successful measures that promote and ensure the safe-guarding of children. | √ |  |
| **Successful Experience of:** |
| Working with young people and inspiring a love of reading | √ |  |
| Increasing pupils’ range and depth of reading | √ |  |
| Teaching library-based lessons on reading skills and information literacy | √ |  |
| Understanding and overcoming barriers to learning | √ |  |
| Leading staff training |  | √ |
| Delivering inspirational assemblies |  | √ |
| Dealing with challenging pupil behaviour and conflict management | √ |  |
| **Personal Attributes** |
| Enthusiastic and inspirational about reading | √ |  |
| Ability to form positive relationships with young people  | √ |  |
| Self-motivated and able to work under own direction | √ |  |
| User focused | √ |  |
| Proactive and imaginative in approach to provision and promotion of services | √ |  |
| Ability to communicate effectively with all members of the school community | √ |  |
| Excellent IT skills | √ |  |
| Willingness to embrace new technologies and software to enhance pupil progress | √ |  |
| Interest in research | √ |  |
| Commitment to evidence-based approaches to learning | √ |  |
| Commitment to cross-curricular initiatives to enhance pupil progress | √ |  |
| Commitment to extra-curricular learning | √ |  |
| High personal motivation | √ |  |
| Ability to inspire and lead | √ |  |
| Desire to innovate | √ |  |
| Creative approach to problem solving | √ |  |
| Optimism | √ |  |
| Resilience | √ |  |
| Empathy | √ |  |
| Honesty and Integrity | √ |  |
| Strong team player | √ |  |