# O:\Staff\Office\School logo-crest\arden badge - September 2014.jpg

# Librarian

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Evidenced by |
| **Qualifications/ Training/ Competences** | * Either a library/information degree or a first degree with a postgraduate library qualification * Professional qualification in librarianship, information management or information science | * Chartered member of CILIP or working towards chartership | Application form |
| **Relevant experience** | * Ability to quick build a rapport with students as well as initiate ways to support young people in finding quality texts which reflect both student needs and reading competence * Experience of working with children of all ages and ideally those of secondary age * Experience of self-evaluating learning needs and actively seeking learning opportunities | * At least 2 years experience in a library/learning resource centre | Application form  Letter |
| **Knowledge** | * Effective use of ICT and other specialist equipment/resources * Excellent knowledge of books for young people | * Working knowledge of relevant policies/codes of practice/legislation * Knowledge of Library Software (Heritage) | Letter |
| **Skills** | * Effective communication and negotiation at all levels * Behaviour management skills * Ability to work as a member of a team, and to work under pressure and to target * Ability to manage and disseminate information in a range of different media * Ability to undertake routine tasks with care and accuracy * Learning support skills to assist library users * Initiative, imagination, self-motivation * A willingness to learn new skills and knowledge | * An understanding of school roles and responsibilities and the position of the part-time school librarian within these |  |
| **Personal Attributes** | * Passion for reading. An enthusiasm for young people’s literature is equally important as experience and will be of great value in developing the library in the Academy. * Commitment to safeguard and promote the welfare of children and young people |  | Letter |