

Person Specification

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Librarian
School	Langley School
Hours / Weeks	37 Hours per week
Salary Band/Range	Band 'C'
Responsible to:	Head of English Faculty

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<p>Level 2 Qualification</p> <p>GCSE Grade C or equivalent in English and Maths</p> <p>Good IT ability and competent keyboarding skills</p> <p>A willingness to undertake training in librarianship</p>	<p>Level 3 qualification</p> <p>First Aid training</p> <p>Level 2 IT qualification</p> <p>Professional qualification in librarianship or information management that is recognised by the Chartered Institute of Library and Information Professionals (CILIP); or a degree in any subject, followed by a postgraduate qualification in information management.</p>	<p>Application form / qualification certificates</p>

Skills and abilities	<p>Able to mentor individual students to build confidence. Able to communicate and influence families to build support for the child.</p>	<p>Evidence of working with young people and their families.</p>	<p>Application form / interview / references</p>
	<p>Able to exercise discretion and appropriate confidentiality when working to engage with a range of families and familial circumstances.</p>	<p>Knowledge of GDPR</p>	<p>Application form / interview / references</p>

	Able to demonstrate empathy, tact, diplomacy and discretion in negotiations with a variety of stakeholders including students.	Evidence of working with young people and their families.	Application form / interview / references
	Able to understand and work within organisational procedures and processes in order to meet required standards for the role.		Application form / interview / references
	Ability to self-evaluate learning needs and actively seek learning opportunities.		Application form / interview / references
	Skilled in positive behaviour management.	Experience of working with young people to improve attitudes and attendance in a secondary school setting.	Application form / interview
	Capable of working under own initiative with minimal supervision and collaboratively as part of a team	Evidence of working in similar circumstances in a secondary school or educational environment	Application form / interview / references
	Able to manage and organise time and resources effectively		Interview / References
	Effective interpersonal and communication skills, confident to communicate verbally and in the written form with a variety of stakeholders.		Application form / interview / references
	Able to work effectively under pressure		Application form / interview / references
	Able to use ICT effectively to access student data and record interventions	Evidence of familiarity with data on SIMs / SISRA	Application form / interview
Experience & Knowledge	Experience of working with children in an educational setting	Experience of working in a secondary school setting.	Application form / interview / references

	Understanding of principles of children's development and learning processes and knowledge of the functional, literacy and numeracy skills that students need in order to develop their progress in English and Maths.		Application form / interview
	Experience of recording and reporting on pupil, group and whole class achievement and progress	Experience of using data to track pupil progress	Application form / interview / references
	Experience of working in a team environment	Experience of management, in some form, could be advantageous	Application form / interview / references
	Knowledge of relevant educational policies, legislation and guidance in relation to working with, and the protection of children	Awareness of policies and protocols related to school attendance and parental responsibility.	Application form / interview
	Knowledge of how children acquire and develop receptive, expressive and social language skills		Application form / interview
	Up to date knowledge of data measures and key performance indicators used to measure the progress of students	Evidence of recent CPD in this field	Application form / interview / references

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview / References
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview / References
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview / References
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview / References

	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview / References
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview / References

Other Requirements	A commitment to safeguarding and promoting the welfare of children and vulnerable adults	Evidence of good relationships with students / young people	Application form / interview
	An enthusiasm for involvement with students, staff, governors and the school community, and positive contribution to the ethos of the school		Application form / interview / references
	A willingness to undertake staff training as required, eg Child Protection or H&S		
Compiled/Reviewed by	SAT		
Date	JUNE 2025		