

## Person Specification

### Post: Librarian

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Librarian</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Values driven</li> <li>• At least two years' experience working in a school</li> <li>• Contributing to strategic direction and development</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an inner-city area of high deprivation</li> <li>• Collaborating to support the development of literacy across a range of platforms, tools and media</li> <li>• Planning and delivering CPD sessions to develop colleagues' understanding of enquiry learning and information literacy</li> <li>• Line management</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Build and form good relationships with students and colleagues</li> <li>• Effective verbal and written communication skills to engage colleagues, students and other professionals</li> <li>• Collect, analyse and present relevant statistical and other data to inform monitoring and decision making</li> <li>• Proven leadership on action planning, monitoring and evaluation</li> <li>• Manage and monitor a budget and provide required reports</li> <li>• Improve own practice and develop own knowledge through self-evaluation</li> <li>• Microsoft Office, especially Outlook, Excel and Word</li> <li>• Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of what makes a Dixons academy different and successful</li> <li>• Collaboration with classroom teachers and specialists to design and teach engaging enquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking</li> <li>• SEND theory and practice (including gifted and talented students and students for whom English is an additional language)</li> <li>• Latest technologies that can effectively support learning</li> <li>• Copyright, fair use and licensing of intellectual property</li> <li>• Proactively engage in collaborative enquiry with faculties and key groups of people / students</li> <li>• Lead, develop and motivate a team of staff, delegating responsibilities as required</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Mission-aligned</li> <li>• Humble and kind</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>