Cornerstone Academy Trust

Broadclyst & Westclyst Community Primary Schools
Cornerstone Digital Academies

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Librarian Person Specification

Qualifications/experience

- Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C)
- Relevant experiencing of working with children, either paid or in a voluntary capacity
- Hold a recognised qualification (NVQ level 2 or equivalent or higher)
- Be committed to own professional development

Desirable:

- Relevant experience with pre-school aged children
- NVQ3
- Graduate

Knowledge and Understanding

- An understanding of the needs of young children.
- Understanding of child development and the ways in which children learn.
- Knowledge of the roles played by various adults in a child's education.
- Good behaviour management strategies.
- Awareness of and commitment to inclusion, SEN and the support of all children, whatever their needs.
- Interest in, and experience of how, ICT contributes as a powerful tool for both teaching and learning.
- Commit to and engage with on-going professional development, performance management, target setting and review
- Demonstrates a clear knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- Displays a strong commitment to the protection and safeguarding of children and can describe how the school will provide a safe and secure environment for its children.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.

Attitudes, Skills and Abilities

- Adaptable
- Creative
- Empathetic of children's needs and the needs of their families.
- Team participator. To be willing to support teachers and other staff in the delivery of a broad and balanced curriculum.
- Good communication skills: oral, written and ICT.
- Good ICT skills and a willingness to engage with new technologies
- Ability to develop high quality teaching and learning resources to support teachers in their preparation of lessons.
- Display work effectively
- Record keeping of achievement file for key children
- Support all staff and engage in a good staff team
- Attend whole school staff meetings, training days and safeguarding training
- Preparation of activities to suit particular stages of development
- Washing and changing of children as appropriate, in line with the school's intimate care policy
- Actively promote and support the safeguarding of children ensuring policies and procedures are observed at all times
- Reflective and developing practitioner
- Effective time management and meeting of deadlines/targets
- Assist children on an individual basis, in small group and whole class work.
- Explain tasks simply and clearly and foster independence.
- Prepared to mark work with children to ensure good progress is made for all students.
- Accept and respond to authority and supervision.
- Work with guidance, but under limited supervision.

Desirable

- Willingness to be involved in extracurricular opportunities for children

Personal Qualities

- Potential for future career progression
- Enthusiasm and optimism
- High standards of professionalism
- Effective relationships with students, staff, parents, community and governors
- Hard working and committed
- Positive