



St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

PERSON SPECIFICATION FOR LITERACY TUTOR AND LIBRARIAN

NOTE: Candidates must address criteria assessed by application [A] in their letter. Candidates failing to meet any of the essential criteria will automatically be excluded.

E = Essential	A = Application Form
D = Desirable	I = Interview
	R = Reference

Literacy Tutor and Librarian

[A] Qualifications, Experience and Professional Development

	E/D	A/I/R
Experience:		
<input type="checkbox"/> Experience of working with children of relevant age in a learning environment	E	A/I/R
<input type="checkbox"/> Experience of using library management systems	D	A/I
Qualifications:		
<input type="checkbox"/> NVQ Level 2 (or Higher) or equivalent qualification related to working with children and/or young people.	D	A/R
<input type="checkbox"/> 5+ GCSEs at grade A-C, including Maths and English (or equivalent)	E	A
<input type="checkbox"/> A-Level or equivalent (level 3) qualifications.	D	A

[B] Personal Skills and Attributes

<input type="checkbox"/> Sound understanding and application of good literacy	E	A/I/R
<input type="checkbox"/> A love of reading.	E	A/I/R
<input type="checkbox"/> Enthusiasm in promoting a love of reading to all.	E	A/I/R
<input type="checkbox"/> Ability to work well with colleagues and contribute to an effective team.	E	A/I/R
<input type="checkbox"/> Ability to communicate well with pupils and staff.	E	A/I/R
<input type="checkbox"/> Ability to work independently	E	A/I/R

[C] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, job description and person specification.

If written references are not received for the successful candidate no appointment will be made until satisfactory references are received.