

Job Description

Post Title:	Librarian
Reporting to:	Head of English
Liaising with:	SLT, teachers, students, parents and external agencies.
Working Time:	Full-time
Salary/Grade:	Grade G
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Job Purpose	
<ul style="list-style-type: none"> To manage, lead and develop the school library in order to provide an efficient and effective service to students and staff. 	
Main Duties & Responsibilities	<ul style="list-style-type: none"> To ensure the library provides a suitable and welcoming atmosphere conducive to study and Reading for Pleasure. Promote the development of and a passion for reading by taking a lead in creating a library, which encourages reading for pleasure and develops a reading culture across the school. Manage a study environment for both curriculum-based and independent learning. This involves the management and integration of all areas of the library to create positive learning spaces. Actively support student reading as directed by class teachers during timetabled library lessons. Supporting the Accelerated Reader (AR) Lead in the efficient running of the AR programme and incentives/rewards to support the programme. Managing all library stock, including monitoring stock levels, rotation and categorising. Managing the library management system and supporting its use by students. Running the overdue system and communicating with parents to facilitate stock return/replacement. Encouraging students and staff in using the library through supporting a range of library based activities across the academic year. Supervision of students using the library. Assisting in the creation of a stimulating, inviting library environment through the use of displays, activities, book promotions and key events in the school calendar. To organise a variety of events to promote reading and the use of the library across the academic year e.g. world book day, poetry slams, visiting authors and reading groups Contributing to curriculum development by liaising with Heads of Faculty. Supporting student wellbeing by providing appropriate resources. Work with Education Library Services (ELS) to ensure the school has good stock levels of new and exciting books and ensure the contract is delivering value for money.

- To supervise and offer learners guidance and assistance with appropriate strategies to develop research skills essential for independent learning and to support classroom topics within a welcoming, supportive atmosphere conducive to positive learning experiences.
- Monitoring and evaluating the effectiveness of the service provided by the library and its impact on teaching and learning.
- Ensuring the stock is presented in an accessible way and ensuring equality of access for all pupils and staff to high quality learning resources.
- To undertake training and development relevant to the post.

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken and written aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

Date January 2025

PERSON SPECIFICATION



Job Title: Librarian	
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QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree and/or Diploma in Librarianship accredited by CILIP (Chartered Institute of Library and Information Professionals)		✓
English Language / English Literature to minimum GCSE Level 4	✓	
EXPERIENCE		
Experience of working in an Academic library		✓
Experience of working in a school environment		✓
Experience of school library filing systems		✓
Experience of general administration duties	✓	
KNOWLEDGE AND SKILLS		
Confident and accurate use of Microsoft Office	✓	
Proficient use of Management Information System (MIS)		✓
Decision making skills and the ability to solve problems, prioritise workload and work on own initiative	✓	
Good organisational ability with a systematic and methodical approach	✓	
Excellent communication skills with an ability to communicate with a range of staff, students and parents	✓	
High standard of literacy and accuracy	✓	
Confidentiality	✓	
Attention to detail	✓	
PERSONAL QUALITIES AND ATTRIBUTES		
A commitment to the academy's vision and ethos, safeguarding, equal opportunities policy and practice.	✓	
Confident	✓	
Excellent timekeeper	✓	
Positive work attitude	✓	
Enjoys challenges	✓	
Flexible approach to work	✓	
Ability to work under pressure	✓	
Smart in appearance	✓	
Professional	✓	
Suitability to work with children	✓	
Fluent in spoken English to an appropriate level for the role	✓	
Reasonable level of fitness as some physical effort required	✓	

