

Job Description

Job Title: Librarian

Location: Birmingham

Promote the pleasures of reading - finding ways to engage pupils to read.

Bring our new, beautiful new library books to life through exciting storytelling.

Create and maintain a warm, welcoming and exciting library which welcomes pupils and parents too.

Work with parents after school for 30 minute sessions to instil this love of reading for our parents too.

Inspire children to want to assist with the administrative side of the library and take ownership and pride of their books.

Support the Literacy Leaders in the delivery and development of literacy across the School by helping to set up reading events to raise the profile of reading e.g. Book Sharing Mornings, World Book Day events, Authors' visits, Public Library visits etc.

Know your library and which books suit which year group and promote any opportunities for cross-curricular reading.

Attend staff meetings as appropriate and be involved in other school wide events as applicable.

Use the school newsletters, social media platforms and websites to inform parents of library events.

Cover other school duties when requested by the Line Manager.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

We are looking for an experienced Librarian who:

- is enthusiastic and enjoys working with young children
- has good organisational skills with a knowledge of school library systems e.g. Junior Librarian
- Inspires children to want to read through love of storytelling
- works effectively as a member of the team
- Uses their professional opinion and shares this among staff
- Can manage their time effectively
- Encourage whole family reading and access
- Able to inform adults of the benefits of books and reading to and with children

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy Safeguarding Officer.