

**Job Description – Librarian**

**Purpose of the job**

The Librarian is a key position in any educational institution. The Librarian will acquire, organise, promote and disseminate a range of resources to meet the diverse needs of the school community.

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| To provide and manage resources, for staff and pupils. To deliver a cross-curricular information skills programme that facilitates the use of resources. |

**Key responsibilities**

This list is not exhaustive, and the role will involve considerable flexibility and initiative to adapt to the demands of the life of the school.

1. To keep up to date with newly released publications in order to select library resources.
2. To contribute to curriculum development by advising on the availability and suitability of learning resources.
3. To manage and organise the library resources, and to maintain library catalogues to ensure the best access to resources for all library users.
4. Within budgetary limits to manage the acquisition of books and other resources to meet the needs of academic and leisure reading for staff, pupils and other users of the library.
5. To promote the library and reader development activities to the school population through displays, talks and events which may involve talking to pupils in classrooms, or sourcing external agencies or individuals to promote the life of the library.
6. To ensure a high standard of display and promotional material to enhance the appearance of the library and create an attractive and engaging environment.
7. To provide advice and information to staff and pupils as required.
8. To promote the link between ICT and the library, and to assist library users in accessing ICT and other resources when necessary.
9. To assist pupils to retrieve, evaluate and present information, e.g. via the integration of information skills such as researching and the compilation of bibliographies into coursework
10. To ensure the library resources meet the demands and needs of the School environment and its users.
11. To ensure all outstanding books are returned to the library.
12. To support independent reading and research.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Educational Attainment** | Secondary school completion qualifications | Degree or Higher Education qualification  Librarianship qualification  Teaching experience/qualification  ICT qualification |
| **Knowledge & Experience** |  |  |
| Knowledge of: | Library systems and specific computer applications | Subject specific materials to aid learning |
| Experience in: |  | Preparing and making presentations  Working in a school library |
| **Skills & special attributes** | * Information retrieval skills * Ability to teach information literacy skills * High level of organisational skills * Expertise in online searching, using the internet and a range of subscription services * Ability to communicate effectively with all members of the school community * Ability to work with young people and also deal with challenging behaviour and conflict management * Excellent IT skills * Self-motivated and able to work under own direction * Proactive and imaginative in approach to provision and promotion of services * Knowledge and love of children’s literature * Awareness of school curriculum * Awareness of current developments in library/resource centre management * Teamwork skills |  |
| **Personal qualities** | Energy, enthusiasm and a commitment to the key role of libraries in the learning process.  Flexibility and a willingness to undertake a wide range of library routines.  A confident and welcoming manner when dealing with library users of all kinds. |  |

**Line management**

The post holder reports to the Vice-Principal (Academic), and will have close working relationships with the Senior Management Team. He or she will also work closely with Heads of Department and Heads of School.

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11/7/16