

**Job Description**

**Job Title:** School Librarian Part-time 20 hours per week

**Role accountable to:** Literacy Co-ordinator

**Salary Scale:** Grade 3 SCP 12 (£17,173pa, £8,127pa pro rata) -17 (£18,672pa, £8,837pa pro rata)

**Main Purpose of the job:**

The librarian will promote and manage the use of the library, supporting pupils’ learning and their development into effective, independent learners and readers. The librarian will ensure that the library is engaging and creates a love for reading, encouraging challenge and endurance.

**Key responsibilities:**

* Demonstrate a passion and enthusiasm for reading, ensuring that The Oldham Academy North’s vision and core values are demonstrated at all times.
* Actively promote and demonstrate creativity and innovation in raising the profile of reading
* Take responsibility for the upkeep of the library, ensuring that the library meets the expectations of the academy and that shelves are well stoked and tidy
* Manage the booking system
* Order new resources and ensure that the library promotes challenge for students
* Buy books relevant to the curriculum and what is being taught in school
* Make displays that tie into the curriculum
* Research and recommend relevant websites
* Ensure that Internet use within the library is safe and suitable for users
* Ensure the library catalogues are as user-friendly as possible so that readers can find the books they need.
* To co-ordinate library lessons and ensure that they are effective for all subjects in the Academy
* Take an active part in TEAM TOAN’s Rewards by rewarding students who go above and beyond

**Setting and Achieving High Expectations:**

* Ensure a consistent focus on reading
* Promote a culture of reading where students take responsibility for their own learning and reading
* Promote Autonomy, where students engage fully with the library process

**Operational Management:**

* Ensure standards of support across this area are effective and in-line with current safeguarding regulations.
* Set high expectations for staff and students.
* Support and/or represent the Academy at meetings, as and when required.

**People and Resource Management**:

* Liaise with subject teachers and LL to ensure SMART targets are set in accordance to the PEP cycle
* Ensure the effective and efficient management of Pupil Premium Plus funding and report to the Designated Teacher
* Provide effective leadership of staff such that they have clear direction and understanding of the needs of LAC students
* Ensure staff are developed and performance is managed appropriately
* Manage an efficient administrative system

**Building Partnerships and External Facing**:

* Develop strong and effective partnerships with other schools, businesses and organisations to further any strategies and initiatives within the Academy.
* Develop and grow strong and effective relationships with all external agencies involved with students within the Academy.
* Develop strong links with local authorities and our Multi-Academy Trust to ensure opportunities for our students are at the highest level.
* Contribute to the marketing activities of the Academy - use of social media and website.
* To maintain good relationships with individuals, groups and staff unions and associations if appropriate.

**Please note:** This job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Head teacher at short notice.

***“The school’s work to promote pupils’ personal development and welfare is outstanding”***

OFSTED: May 2016

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**Personal Specification**

**Qualifications**

**From**

 **Desirable**

**Essential**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualified teacher status or recognized equivalent |  |  | A,I |
| Evidence of continuous professional development  | **✓** |  | A,I |
| Additional, relevant training and qualifications in Safeguarding  |  | **✓** | A,I |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Proven success in improving student outcomes within a school |  | **✓** | A,I |
| Experience of managing teams, supporting and challenging at all times |  | **✓** | A,I |
| Experience of working with the age range |  | **✓** | A,I |
| Ability to use/analyse assessment data systems to raise standards |  | **✓** | A,I |

**Knowledge and skills**

|  |  |  |  |
| --- | --- | --- | --- |
| Show knowledge of current education legislation, Ofsted framework, best practice, national trends and innovation |  | **✓** | A, I |
| Ability to efficiently and effectively manage administrative work |  | **✓** | A, I |
| Ability to support staff and students in maintaining high standards |  | **✓** | A,I |
| Ability to form good working relationships with all staff |  | **✓** | A,I |
| Ability to create a stimulating and safe learning environment |  | **✓** | A,I |
| Ability to lead a team of staff to ensure the right outcomes for students are achieved |  | **✓** | A,I |
| Ability to establish and maintain a purposeful working atmosphere |  | **✓** | A,I |
| Ability to plan, prepare and deliver a curriculum relevant to the age and ability of the groups taught |  | **✓** | A,I |
| Ability to assess and record the progress of students’ learning |  | **✓** | A,I |
| Demonstrate a commitment to equal opportunities |  | **✓** | A,I |
| Ability to teach using a wide variety of strategies to maximise student progress and learning |  | **✓** | A,I |
| Able to encourage children in developing self-esteem and respect for others |  | **✓** | A,I |
| Ability to successfully deploy a wide range of effective behaviour management strategies |  | **✓** | A,I |
| Ability to communicate to a range of audiences using a variety of techniques |  | **✓** | A,I |
| Knowledge of and/or ability to use technology to support student learning |  | **✓** | A,I |

**Commitment - demonstrate commitment to...**

|  |  |  |  |
| --- | --- | --- | --- |
| Excellence at all levels and a determination to succeed | **✓** |  | A,I |
| Achieving the highest standards of teaching and learning for all students | **✓** |  | A,I |
| Motivate others and adopt a positive approach to education | **✓** |  | A,I |
| Equality of opportunity for staff, students and all members of the school and wider community | **✓** |  | A,I |
| Promoting The Oldham Academy North’s vision and ethos | **✓** |  | A,I |
| Establishing a high quality, stimulating learning environment | **✓** |  | A,I |
| Ongoing relevant professional self-development | **✓** |  | A,I |
| Safeguarding and child protection | **✓** |  | A,I |

**Key**

A Evidence from application form and personal statement

I Evidence from a face-to-face interview