# **The Ecclesbourne School**,

# **Job Description**

**Post Title:** **Librarian**

**Hours**: 37 hours per week for 42 weeks per year (term-time plus 3 weeks during school holiday periods). Core hours to be worked between 8am and 5.30pm to suit the needs of the school.

**Responsible to**: Assigned member of the Strategic Leadership Team and Human Resources Manager

###### Responsible for: Library Assistant plus any other staff who may be assigned to the post

**You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.**

**Apart from the duties summarised in your job description, we retain the right to include other reasonable duties which are part of, and incidental, to this type of work.**

As you are aware, any post working within a School includes substantial access to young people and *all* appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check on request.

**CORE RESPONSIBILITIES**

To take a strategic role in the management, development and promotion of the library to ensure students and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate independent learning and encourage reading for pleasure.

**Specific duties (to include):**

* Research, select, acquire, organise and advise on learning resources, in liaison with all departments and in all formats, to support the curriculum and teaching and learning in general.
* Contribute to relevant whole school and team targets by attending meetings; curriculum planning group meetings and faculty meetings as required.
* Support students and staff in using the resources in the library, including the facilitation of study skills lessons as appropriate, thereby fostering a culture of independent learning among students.
* Foster a culture of independent learning among students by the planning, development and delivery of a study skills programme, to include writing reference lists, using citations and paraphrasing.
* Work with individual departments to develop subject-specific teaching and learning resources.
* Support students to make effective use of the learning resources available and monitor them during independent study, to include before and after school.
* Encourage the reading and enjoyment of books by students throughout the school, in a complementary role to that of the English Faculty.
* Work with the English and other faculties to develop high levels of literacy and information literacy among students.
* Maintain an atmosphere conducive to study and learning within the library by effectively managing student behavior with the objective of quiet zones to allow better student concentration.
* Oversee and be responsible for students in the library before and after school, including contacting parents if necessary.

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* Manage the agreed library budget to ensure that resources are maximized and that value for money is obtained.
* Contribute to the development and promotion of relevant ICT applications and E-learning in the library to support learning.
* Index, catalogue and classify learning resources to maintain accurate and reliable catalogue and lending systems.
* Ensure that the law of copyright is observed and that appropriate licences are in place.
* Encourage the help of students as a means of allowing them to feel involved in the school community and for any benefit it may bring in developing their skills.
* Promote the use of the library to the school community and foster an attractive atmosphere and environment which is conducive to a positive learning experience.
* Develop and maintain links with external agencies to maximize the availability of appropriate materials and information, including public libraries, museums, local HE and FE institutions, community information services etc.
* Liaise with the Head of Learning Support/SENCO to ensure student’s individual learning plans are supported.
* Maintain a high level of awareness of current children’s literature and developments in education and librarianship in order to ensure the library offers an up to date service to its users.
* Take responsibility for any assistant, paid or voluntary, allocated to help in the library to include supporting them in their own professional development.

**Other Duties:**

* 1. To positively promote the good name of the School and actively support its aims.
  2. To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School’s own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
  3. To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder’s individual or shared use in the performance of his/her duties including computer equipment.
  4. To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
  5. To support the examination process of the School in any way necessary, including invigilation duties.
  6. To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.
  7. To support the lunchtime supervision of students when required during emergencies.

Apart from the duties summarized in your job description, we retain the right to include other reasonable duties which are part of, and incidental, to this type of work. For operational reasons, we also reserve the right to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

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**The Ecclesbourne School**

***Librarian***

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|  | **ESSENTIAL** | **DESIRABLE** |
| **SKILLS** | * Confident in the use of ICT in general and experience with applications relevant to the library. * Excellent written and spoken English. * An ability to work independently with proven organisational and interpersonal skills. * Highly organised with the ability to keep tock neat, orderly accessible and in good condition. * Database cataloguing skills. * Ability to manage and disseminate information in a range of different media. * Financial management skills for management of the library budget. * Ability to lead and work well within a team. * High level of resource awareness to be able to advise teaching staff. * Organised and systematic. | * Knowledge and experience of the Heritage Management System. |
| **KNOWLEDGE AND EXPERIENCE** | * Experience of working within a library. * Previous experience should include working successfully with people of a variety of ages, abilities and backgrounds but, in particular, there should be some evidence of an ability to communicate effectively with teenagers. * Experience of leading and managing a team of staff. * Experience of maintaining records. * Willingness to undertake further training and development, as necessary, in order to enhance service delivery. | * Experience of working in a large secondary school library. |
| **QUALIFICATIONS** | * Recognised professional qualification in librarianship, information management or substantial equivalent experience. * Educated to degree level or substantial equivalent experience. |  |
| **OTHER** | * A commitment to the role of the school librarian as an active participant in the educational process is essential. * A passion for reading and enthusiasm for books and sourcing information. * Flexible attitude towards work and can adapt quickly to new demands. * Helpful and positive nature. * Proactive and imaginative approach. |  |