



### JOB DESCRIPTION

**Job Title:** Lower School Librarian

**Reports to:** Librarian in charge of the Archives

This exciting post represents the opportunity for the successful candidate to be part of a thriving leading independent co-educational day school. The ideal candidate will have a background in working with primary aged children and an excellent knowledge of children's literature. The post offers a generous salary and excellent working conditions.

#### **Role and Specific Responsibilities:**

- To be responsible for the running of the Lower School library
- Ensure the library is welcoming, fun and an exciting place to use
- Co-ordinate the checking in and out of books
- Assist and advise pupils on book selections to ensure that pupils are challenged and developed as confident readers by helping them to expand their reading repertoires
- Running regular theme days in the library such as 'Roald Dahl Day'
- Work closely with the Norwich School Librarian and Lower School staff to ensure there is an appropriate selection of books available for pupils aged 4-11
- Take groups in the library to teach them how to make the most of the resources available including any online resources appropriate to their age and available through the Norwich School catalogue
- Use the library cataloguing system to manage the Lower School Library Collection (training offered)
- Create 'topic boxes' for use in class lessons
- Apply the school's rewards and sanctions policy.
- Undertake some small group/individual reading sessions
- Run a literary themed club for our pre-prep and prep sections
- Be willing to be involved in the extra-curricular life of the school such as the school play, trips and whole school events
- Attend Open Days and the Entrance Examination assessments.

#### **General**

- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Undertake other similar duties and activities that fall within the band and the role; and any other duties that may be reasonably required by the Master of the Lower School.



### PERSON SPECIFICATION

	Essential	Desirable
<b>Experience and Qualifications</b>		
Experience of working with children 4-11	X	
Experience of being involved with a primary school library		X
<b>Skills and competencies</b>		
Strong commitment to Safeguarding	X	
Command respect from pupils, parents and colleagues	X	
Excellent inter-personal and communication skills	X	
Excellent knowledge of children's literature	X	
Passionate about and proven track-record of inculcating a love of reading in children	X	
Proven organisational and planning skills	X	
<b>Personal Qualities</b>		
Passion for learning	X	
A reader	X	
Commitment to succeed	X	
Enthusiastic	X	
Friendly welcoming personality	X	
Organised	X	
Stamina and resilience	X	
In tune with the ethos and aims of Norwich School	X	



### Salary and Benefits

#### Salary and Working Pattern

The salary range for this post is £7,500 - £9,250 per annum, depending on experience. The Lower School Librarian is expected to work 20 hours per week, term time only, plus 1 week (around 35 weeks per annum). Flexibility in working hours and pattern is required to meet the changing needs of the school.

#### Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a part time member of staff has to contribute an amount per annum, determined by their contracted hours. The spouse and dependent children may also join the scheme at the prevailing corporate rate. The school also offers a fully funded health plan run by Simply Health.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

#### Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.

