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**JOB DESCRIPTION**

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| **Role** | Library Manager |
| **Grade (SCP)** | 7 (23-25) |
| **Weekly hours** | 37 hours |
| **Non-term time arrangements** | Term time + 10 days (incl. 5 training days) |

**Job Summary**

Maintain and develop the library as the heart of the school and work with staff and students to embed a love of reading in all.

**Key Responsibilities:**

1. Library service
2. Reading schemes
3. Enrichment
4. General

**Duties**

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| **Key accountabilities** | **Key tasks** |
| Library service | * Develop the learning resource centre as a vibrant heart of the school where staff and students feel welcome and are encouraged to participate in a regular and sustained programme of activities * Manage the day to day running of the school library, ensuring that reading stock is regularly refreshed and meets the needs of the school * Ensure the lending database is accurate, up to date and late / non-returns are monitored and well managed * Supervise student helpers, including library volunteers * Ensure that staff are appropriately trained in the use of library systems, reading schemes and other relevant technologies * Manage the school iPad bookings * Attend school meetings as required * Produce regular reports for colleagues, governors and Trust partners on strategies and progress relating to continual improvement of the school’s library service * Manage the library budget and inventory * Maintain accurate job cards |
| Reading schemes | * Support the Literacy and Communication Coordinator in managing whole school reading schemes and maintain appropriate records to track progress * Carry out the administration of reading schemes which will include Accelerated Reading * Actively recruit volunteer readers from both within and outside of the school |
| Enrichment | * Introduce and manage a sustained programme of enrichment activities to support the development of reading skills in students, both targeted and whole school * Manage a sustained programme of enrichment activities to help parents better support their children in developing a love of reading * Actively pursue funding opportunities to develop and enrich library services |
| General | * Always uphold the school’s PRIDE agenda * Adhere to strict standards of confidentiality * Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance * Undertake training and continuing professional development as required |

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

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| Reports to: | Director of English |
| Responsible for: | - |