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| **Description: hi res logo.jpg** | **EDMONTON COUNTY SCHOOL**  **JOB DESCRIPTION** |
| **Date:** | January 2018 |

**Job Title:** Librarian

# Grade: Scale 5

38½ hours per week, 39 weeks per year

**Hours:** 8.00am – 4.30pm Monday to Thursday and 8.00am – 3.30pm Friday.

**Responsible to:** Deputy Headteacher

**Main Purpose**

Librarians will be responsible for managing and overseeing all matters that relate to the operation of the library. They will be expected to be responsible for the acquisition and maintenance of library stock and equipment, and developing the library as a centre of learning in according with the school’s educational policy. They will supervise students and be responsible for behaviour management throughout the day, potentially for larger groups of students using the library out of teaching hours. They are responsible for assisting students to use the library, access resources and with general IT queries. Staff and students should be kept aware of the services available at the library, and should be encouraged to make maximum use of the resources available and the potential of the library as a learning centre.

This post is based across both campuses, on a rolling timetable to promote consistency across the libraries.

**Duties include:**

* Day to day organisation and maintenance of the Library. Routine clerical duties such as filing, shelving and loaning, returning books, tidying stock and repairing books and equipment as needed.
* Maintaining library stock as needed. This will include meeting with book suppliers, choosing, ordering, covering and cataloguing new stock. Librarians should have good general stock knowledge and will be expected to be aware of the general field.
* Display stock attractively and make it accessible to students. Promote stock as and when needed and appropriate.
* To be present in the Library during opening hours (8-4.30) and to ensure the security and maintenance of the equipment and resources.
* To assist and guide students in their use of library resources.
* To be responsible for supervision and behaviour management of students when open before school, break and lunch times, and after school. Students during lesson times should be supervised by a member of the teaching staff, however small groups of students may use the library for study purposes during the day.
* Monitor, evaluate and review the use and potential development of the library; this will include monitoring general student use and potentially using procedures for collecting data such as student questionnaires.
* Maintaining good relations with the teaching staff, encouraging effective use of the library across the curriculum and all phases. Liaise with staff regarding any new resources required, and general use of the library during teaching time. Keep teaching staff updated on matters pertaining to the library as it can support the school curriculum and staff development.
* Generating lists of books for certain topics for teaching staff when requested.
* Issuing overdue notices and chasing up students, when necessary send letters and phone home.
* Provide assistance to students and teachers on the use of the computers, software and printers.
* To create innovative and eyecatching displays to promote stock and activities to students, and keep display boards maintained.
* Provide and maintain reprographic facilities within the library.
* General admin tasks as needed or requested by the Executive Headteacher or Deputy Head
* Implement and develop policies in accordance with a general Library Action Plan.
* Prepare and manage the library budget, including funds allocated for library materials, equipment and furniture.
* Promote a positive learning and reading environment within the library. Become involved with both national literacy strategies and school wide initiatives and to encourage students to read and to use the library as an essential part of the school.
* Take responsibility for overall health and safety of staff and students when they are using the library – ensure that equipment with potential health and safety concerns is well maintained and is not a potential danger.
* To be responsible for own professional development, identifying training needs and requesting courses as appropriate.
* To organise the sale of stationery and equipment to students in the academy using Parent Pay & Vivo; help students to use these systems to purchase library resources as needed. Promote this service and encourage students to purchase library prizes using their Vivo rewards.
* Organise and supervise out of hours clubs for students such as book clubs, gifted and talented support, etc. Promote these clubs effectively to students, design a plan for each club and what every session will involve. Ensure that students are challenged and involved.

This job description may be amended at any time after consultation with you.

I agree with this Job Description.

Name: ……………………………………….......................

Signed ………………………………………......................... Date …………………………….