



Job Description

Post Title: Head of Library Services

Reporting To: The Assistant Head

Responsible To: Senior Leadership Team

Background: Thomas' Battersea is part of a family-run group of four independent preparatory day schools based in central London. The Library comprises of two Library spaces (for 4-7 and for 7-13 year olds)

Job Purpose: To manage the Library and assist with the management of the Lower School library.

Conditions of Employment: This is a full time continuing position. The library is open from 8.15am to 6:00pm daily and so some flexibility in working hours is required to ensure that the Library is adequately staffed at all times. Hours will be 10:00am to 18:00pm daily.

Core Responsibilities

1. Maintain the Library resources and equipment in good order and organise, catalogue and classify library resources to ensure effective retrieval in both Prep and Lower School library. Select, acquire, organise, promote and maintain resources to cover the age, ability and curriculum range of the school. Disseminate as appropriate.
2. Encourage reading and the enjoyment of literature across the school and plan appropriate events to promote reading and raise the profile of reading, eg. World Book Day events, Authors' visits, Public Library visits, co-ordinate the Upper School and Middle School Readers' Cup competitions.
3. Support the Heads of English in the delivery and development of literacy across the school. Create a climate which enables other staff to develop and maintain positive attitudes towards the library, reading and independent learning.
4. Teach library lessons to classes from Year 3 to Year 5, and within the Upper School (Years 6-8) as requested by teaching staff
5. Manage the library budget, including funds allocated for purchase of library materials, equipment, furniture and the development of information services and independent learning
6. Maintain and manage the library as a tidy, accessible and vibrant resource centre which reflects the ethos of the school. This includes supervising pupils in the Library and maintaining good working conditions for them.
7. Set up displays of pupils' work, books and reading promotion
8. Attend staff meetings as appropriate and be involved in other school-wide events as applicable.

9. Use the school bulletin and online learning platform to inform parents of library issues and events.

Essential Qualifications and Experience

Experience of working in a school library

Experience of managing an online library catalogue, eg. Oliver (Softlink)

Excellent ICT skills – Thomas's schools use iPads extensively

Desirable Qualifications and Experience

Experience and Tertiary Qualifications relevant to the position of Librarian/Teacher Librarian

Experience of Softlink Oliver catalogue system

Experience of Clickview video library

Membership of relevant professional association (CILIP, ALIA)

Teaching Qualification

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy.