**Librarian – Westminster**

**General**

The library is a focus for learning resources within the school, rather than a mere repository of books; a place where students of all nationalities and all abilities feel comfortable. It is constantly evolving and developing to take account of both the changing curricular needs and outside pressures.

The librarian will obviously enjoy working with students of all age groups and across the whole ability range. A large proportion of children at Southbank come from an international background and, in many cases, English is the student’s second language or even, sometimes, their third. Among the skills of the librarian will be the ability to generate enthusiasm for reading in the student’s mother tongue.

The school librarian will also work with a widely diverse group of teachers. The librarian will be expected to consult the teaching staff, usually through the Heads of Department on their needs, and the continuing relevance of the stocks already held. S/he will also advise the teaching staff of the resources available on a temporary basis from elsewhere, providing assistance, where appropriate, on particular projects. S/he will also act as a consultant to the teacher/librarian at Southbank’s other campuses.

**Providing Learning Opportunities**

Responding to the move towards more flexible, resource based learning, the librarian will:

* maintain a full-time presence in the library to guide individual students in the

selection and use of resources for curricular and leisure needs

* provide opportunities and activities which encourage independent learning skills
* organize seminars to brief students on the use of library resources, useful

internet sites, what other libraries might be worth visiting

* be available to offer advice on resources and referencing for IB extended essay students
* motivate and assist students to locate, retrieve, interpret, evaluate and present

information

* assist students with the use of the Information Technology available in the library
* work with the library’s catalogue so that it is done in such a way that it will facilitate finding information by topic not just be author/title
* establishing a relevant and educational video/DVD library
* promote reading for pleasure, hobbies and other useful activities, such as

involvement in running the library.

**Management**

In partnership with the school management and others in the library team, including across campuses, the Librarian will:

* determine the aims and objectives of the library and information service
* produce clearly articulated policy on the development of the Southbank library,

following a review of the effectiveness of the present provision

* work within the library’s capitation budget
* work with the Principal for additional finance, where appropriate, in terms of

both short and long term needs

* provide a wide range of resources and information services, which reflect the

aims and objectives underlining the ethos and curriculum of the school eg

transitional challenges for students

* ensure all students have access to the learning resources they need and that the

quality of the stock is maintained through a regular editing and replacement policy

* develop effective ways of communicating information about resources and

services to staff and students, eg through faculty meetings

* set up and maintain systems which ensure the library operates efficiently on a day to day basis
* evaluate the Library and Information Service and monitor its performance
* promote libraries to the whole school community, eg through book promotion events, author visits, PTA, etc
* manage the behaviour of students studying in the library.

**Consultation**

The Librarian should anticipate and respond to the information needs within the school

through:

* maintaining effective partnerships with teachers to identify their curricular

requirements and match these to relevant resources

* establishing co-operative links with other libraries and information agencies eg

Schools Library Service, Museums, public and college library networks;

* compiling databases, bibliographies and booklists from shared knowledge and

expertise

* collaborating with teachers in the evaluation of learning resources and learning skills
* keeping up to date with the educational press and bringing an articles of interest to

the attention of the relevant teachers

* surveying the publishers’ catalogues and online reviews so as to make suggestions to teachers.
* advising on the availability of resources needed, for curriculum development, for
* professional development of staff

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*This job description is liable to variation to reflect changes in the requirements of the post.*

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding: Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Principal, or make a referral directly to the local child protection authorities.*

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| **Your Signature** |  |
| **Date** |  |

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| **Principal’s Name** |  |
| **Principal’s Signature** |  |
| **Date** |  |

**Person Specification**

To meet these requirements, the Librarian should be able to demonstrate the following:

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| **Criteria**  | **Essential/****desirable**  |
| Educated to Bachelor degree level | essential |
| Teaching experience/qualification  | desirable |
| Qualified and experienced librarian  | essential |
| Knowledge and understanding of using a library management system | essential |
| Knowledge of student’s resources to support the IB curriculum | essential |
| Ability to plan and teach information skills programmes, and to support students in their research | essential |
| Sound knowledge of literature for students aged 11-18  | essential |
| Enjoyment of reading, and ability to communicate that enjoyment to students  | essential |
| Expertise in online searching using both the Internet and subscription services  | essential |
| Fluency in two or more foreign languages  | desirable  |
| Confident user of the Microsoft Office and Google packages  | essential  |
| A good knowledge and understanding of the independent, international school sector  | desirable |
| A confident user of iSAMS or other student management systems | desirable  |
| Excellent communication skills and ability to communicate effectively with stakeholders across all levels  | essential  |
| A high level of awareness of equality and diversity issues, and ability to effectively deal with people from a variety of cultural backgrounds  | essential  |
| Proactive approach to work with ability to identify areas for improvement and propose solutions  | essential  |
| Ability to multi-task and to meet set deadlines, with outstanding organizational and project management skills  | essential  |
| A co-operative, personable team player, able to work independently and take ownership of own workload  | essential  |