

May 2018



Dear Applicant,

Thank you for expressing an interest in applying for the post of Librarian at Chilton Trinity, starting as soon as possible.

This is an exciting time to join the school because:

- Ofsted visited us in September 2014 and judged the school to be good across all categories.
- We have a purpose-built school with state-of-the-art learning facilities and Library.
- Our Governors have voted for us to join Clevedon Learning Trust and we are excited about the opportunities this will bring to our staff and students.

Since I joined the school over five years ago, I have been working with the staff and students to retain the positive and caring ethos of this school whilst having a relentless focus on achievement and the quality of Teaching & Learning. We have made huge improvements in this area over the past few years and we are delighted that this has been recognised by Ofsted.

If, after reading through the details of this post, you feel that Chilton Trinity is the school for you, I would love to hear from you. Please do phone for an appointment to look round and/or speak to me.

Yours sincerely

Lesley Greenway  
Headteacher

# Job Description

<b>Department:</b>	Education
<b>Section:</b>	Secondary Schools
<b>Job Title:</b>	Librarian
<b>Reports to:</b>	Deputy Head
<b>Main Purpose of Job:</b> <ul style="list-style-type: none"> <li>Manage, develop and promote the Library within school</li> <li>Ensure that an effective resource and information service is provided for all students and staff</li> <li>To promote wider reading, for both study and pleasure</li> </ul>	
<b>Main Responsibilities and Duties</b>	
<p>Supervision and organisation of the Library Resources Centre which includes:-</p> <ul style="list-style-type: none"> <li>Operation of the 'Oliver' biometric system for the issue and return of books including follow up work for overdue books and reservations. This also requires an 'annual housekeeping' of the system.</li> <li>Support to students and staff in use of the facility both on an individual basis and also as part of student induction. This extends to help with research or in obtaining specific books/ publications in support of the curriculum.</li> <li>Supervision of students to maintain a calm and orderly environment with the minimum of distractions.</li> <li>Review of book stocks, selection of new books in liaison with teaching staff and book suppliers. Purchase of resources from library budget involving ordering and authorisation of invoices for payment, checking deliveries and entering stock on to the biometric system.</li> <li>Links with the Resources for Learning facility purchased through 'Blue Book' and advises on available resources.</li> <li>Organisation of quality display materials within the library to promote interest in reading and encourage learning by raising awareness.</li> <li>Miscellaneous duties including the repair and maintenance of books, distribution of magazines, newspapers and inter-library loans.</li> <li>Arrangement of project boxes to support a variety of subjects on request.</li> <li>Implementation and tracking of the 'Accelerated Reader' for Years 7 and 8 students.</li> <li>Maintain a booking system for cameras, ipads &amp; Kindles</li> <li>Support and supervision of the Homework/ Opportunities Club held in the Library until 4.15 each evening.</li> <li>Oversight of booking system for Laptops – trolleys etc.</li> <li>Maintain file of news articles from local newspapers</li> <li>Create enrichment opportunities over the course of the year for students to develop a love of reading and creative approaches to learning.</li> </ul>	

<b>Facts and Figures:</b>
<p>The library supports a population of students each year – currently 903 plus over 100 staff. The book stock is in the region of 11,000 which exceeds the Ofsted recommendation of 10 per student. This stock changes as old books are taken out and new added.</p> <p>On average 120 students + use the Library daily and at times much higher (i.e. weather). Use consists of timetabled classes, research students, IT students, homework clubs and drop ins of students reading for pleasure. The LRC also provides a safe environment for students.</p> <p>The IT facilities consist of 6 computers, 6 iPads and 8 Kindles. The room also has an overhead projector which can be used for a range of activities including conference and class work.</p> <p>Oversees the LRC Budget.</p>

<b>Supporting Processes</b>
<p>Behaviour management skills are required where disruption occurs but this is fairly rare.</p> <p>Display work within the Library.</p> <p>Creative/ motivational activities to enhance learning – for example competitions with books as prizes.</p> <p>World book day. Support/ nurture of students as the need arises.</p>
<p>Determines how the Library budget is best used to support the curriculum. Liaises with Departments to ensure purchases are relevant to the school's needs.</p>
<p>Prolonged use of IT daily.</p> <p>Also movement of book stocks which can be very heavy – but using the support of the Site Team for portorage when necessary.</p>
<p>Deals with Senior Leadership Team, Classroom teachers and students. Also works with Support staff and with Outside agencies. This is for the purpose of providing advice and support.</p>
<p><b>Additional Information:</b> Anything else which is relevant to the job which is not adequately covered elsewhere.</p>
<p>Students are free to use the Library before and after school (until 4.15pm). The postholder would be expected to support and supervise students during these times.</p>
<b>Knowledge, Skills and Experience:</b>
<p>Previous Library experience is essential which includes library management systems and processes. Preferable to have a relevant Library qualification.</p> <p>Requires a minimum of 5 GCSE equivalents at grades A to C which must include English.</p> <p>Good communication and people management skills.</p>
<p><b>Agreed</b> that the Job Description is a fair and accurate statement of the requirements of the job:</p> <p>Job Holder: ..... Date:</p> <p>.....</p> <p>Line Manager: ..... Date:</p> <p>.....</p> <p>Designated Senior Manager: ..... Date:</p> <p>.....</p>