

# Kingsford Community School

*An International School and Confucius Classroom*

## Job Description: Librarian

<b>Post:</b>	Librarian
<b>Grade:</b>	Scale 6
<b>Location:</b>	Kingsford Community School
<b>Work Pattern:</b>	8.00 a.m. - 4.00 p.m. Monday - Friday, 52 weeks per year, with annual leave entitlement to be taken in the school holidays
<b>Responsible to:</b>	Assistant Head Teacher

Other Relationships: All school staff, pupils, exam boards and governors.

## Main Purpose of Job:

- To promote the library as a whole school learning resource via structured library sessions.
- To supervise library users during the day and after school.
- To manage and maintain the archival system of the school.
- To instil a love of and reverence for reading in pupils and to support the literacy lead in implementing the literacy strategy.
- To promote the Safeguarding of all students in line with the school's policies.
- To promote Equal Opportunities and to work in line with the schools Equality Policies.

## Specific Responsibilities:

### Promoting the Library as a Whole School Resource

- Design and run sessions for KS3 and KS4 pupils on how to use libraries, books and resources effectively, as appropriate to each year groups' learning stage.
- Assist KS4 pupils in conducting research for GCSE coursework and research projects.
- Share a wide knowledge of books and literature to find reading materials appropriate to the different year groups and individual pupils in order to promote a love of reading.
- Work closely with the literacy lead to promote a love of reading and strong standards of spelling, punctuation, grammar and writing effectively to all pupils.
- Support the attainment of SEN pupils in the school by developing their literacy and reading abilities with respect to their individual needs.
- Work with the EAL Co-ordinator to assist pupils in reading and writing.
- Liaise with the Most Able Co-ordinator to support the attainment of our Most Able students.
- Organise external talks and events with authors, publishers, etc., in collaboration with relevant staff.
- Maintain links with the Beckton Globe Youth Zone and Learning Centre for events and exchange of resources.
- Monitor and oversee information literacy campaigns and reading projects.

### Curriculum Support

- Liaise with Learning Area Leaders and subject postholders to design and implement curriculum sessions that are relevant to pupils' learning programmes.
- Design interactive and engaging projects for pupils in the library across all subjects to enrich the National Curriculum and GCSE provision.
- Engage with national and international events (e.g. World Book Day, International Women's Day, Anti-Bullying Week, Black History Season, Pride, etc.) and to promote awareness and interest in these events via the library resources.

# Kingsford Community School

*An International School and Confucius Classroom*

## Library Management

- Supervise the library and ensure that it is an effective learning space throughout the day and during homework clubs and other catch-up sessions after school.
- Keep accurate records of the borrowing of books by staff and students and ensure their return.
- Select, acquire and catalogue information using library and information software.
- Create, update and manage electronic and printed information resources.
- Manage the library budget and use it effectively to purchase resources and ensure that the library's collection of books is appropriate, up to date and varied.
- Create recommended reading lists for different curriculum subjects, age groups and topics and to disperse these among staff and pupils.

## Archiving

- Manage the archives for the school, with regards to internal media published by staff and students and all external media recognition the school has received since 2002.
- Manage the areas of the archive room that relate to historical documents and materials and ensure this room is user friendly and a useful resource.
- Promote the history of the school, Newham and Greater London to pupils and staff in order to strengthen the community spirit of the school.

# Kingsford Community School

*An International School and Confucius Classroom*

## Person Specification: Librarian

Qualification, Skill or Ability	Essential/Desirable	How it is assessed. A = Application Form I = Interview D = Documents T = Test
<b>Qualifications and Education</b>		
A minimum 2:2 degree.	E	A
Appropriate postgraduate qualification in Librarianship or Archiving etc.	D	A
<b>Experience Required</b>		
Some experience of working in a secondary school in a teaching or support capacity e.g. Librarian, Subject Teacher	D	A
Experience of working in a library setting	D	A
Experience of working in an archival setting	D	A
Event organisation	D	A/I
<b>Skills and Abilities</b>		
Creativity in designing and running extra-curriculum sessions	E	I
Strong written and verbal communication skills	E	A/I
Good IT skills, particularly with databases, library software and MS Office	E	A/I
Good interpersonal skills	E	I
<b>Knowledge and Understanding</b>		
Knowledge and understanding of statutory safeguarding requirements for those who work in educational settings	E	A/I
Understanding of copyright laws for teaching pupils the correct way to source information from the library	D	A/I
A very secure knowledge of English grammar, spelling and punctuation	E	A
Knowledge of children's literature, contemporary and classical	E	I
Knowledge of the English literature requirements of KS3 and KS4	E	I
Knowledge of inclusive practice, including supporting pupils with SEND, EAL needs, and supporting the Most Able	D	A/I

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Signed:..... Date..... (Headteacher)

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date ..... (Librarian)