



Job Description

Job Title:	School Librarian
Employment Status:	Permanent
Working hours:	37 hours per week (8.00 am – 16.00 pm Monday – Thursday. 15.30 pm finish on Fridays)
Working weeks:	Term time only plus 1 week
Responsible to:	Assistant Headteacher

Job Purpose:

To develop and promote a high-quality, professional library service for all students and staff. The post holder will be responsible for the development, management and promotion of the library, ensuring that both students and staff have access to a broad range of reading matter, reference materials, research tools and information services to support teaching and learning and facilitate independent learning.

In addition, the Post Holder will be expected to support and promote school literacy priorities and interventions, such as through the implementation of extracurricular reading groups, whole school focus days (such as World Book Day) or literacy programmes (such as Accelerated Reader).

Main Duties and Responsibilities

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals.
- Marketing library and new resources via school social media/newsletter.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- To deliver library induction lessons to new Year 7 students each year.
- To promote the library during open evenings to prospective parents/students.
- To deliver reading lessons to show students the variety of authors/genres which are available and promote a reading culture.
- To work in close association with the Literacy coordinator in ensuring that Literacy is embraced by all disciplines within the school.
- Supervision of students visiting the library during and outside of lesson time.
- Supervision, direction and training of student librarians.
- Plan and run events such as World Book Day in March and other events and competitions throughout the year.
- Help to organise school visits from authors of interest.
- Sourcing, and cataloguing of new resources.
- Notifying students/staff of overdue items to ensure they are returned in a timely manner.
- Management of library budget to ensure that resources are kept exciting and up to date. Facilitate student and staff requests where possible.



- Effectively facilitate literacy interventions that take place in the library, such as Accelerated Reader, working with teachers and other colleagues to ensure the success of the interventions, and advising on best practice.
- Use software and data sources to track and monitor library usage and reading progress, and put in place strategies that remove barriers to participation and promote high engagement.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by the senior leadership team line manager that are within the scope, purpose and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and well-being is protected, seeking further support if appropriate



PERSON SPECIFICATION – School Librarian Blue Coat CofE School		Essential	Desirable
Education and Qualifications	GCSE Grade C/4 or above in English and Mathematics	✓	
	Additional subjects at GCSE grade C/4 +/GCE O level.		✓
	Higher qualifications at A level and degree level.		✓
Experience	Experience of working in a Library within an educational establishment		✓
	Strong administration background and relevant experience	✓	
	Experience of working with/supervising young people, including behaviour management		✓
Skills and Knowledge	A strong rapport with young people and an understanding of how to engage them in reading.	✓	
	Excellent communication and organisational skills	✓	
	The confidence to read in front of groups, lead sessions with students and work with young people	✓	
	Passion for reading and working with young people	✓	
	Highly organised and meticulous	✓	
	Proficient in Microsoft suite	✓	
	Knowledge of Accelerated Reader or other literacy interventions.		✓
	Ability to analyse data and report issues and trends.	✓	
	Knowledge of how ICT can be used to support reading development		✓
Personal Qualities	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	



	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

CORE COMPETENCIES
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the school values of Care, Hard Work, Respect, Integrity, Servanthood and working Together
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.