



Job Description

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

Role: School Librarian

Reporting to: Deputy Head (Co-curricular, Compliance and ICT)

Hours of work: 8.30am to 5.30pm term time, with one hour for lunch, including INSET days plus 15 days holiday working

Summary role:

- To oversee the effective management, development and promotion of the library within the school on a day-to-day basis and to ensure an effective resource and information service is provided to all pupils and staff.
- To maintain and develop the happy and harmonious working atmosphere of this excellent and important facility in the heart of this academic school.
- To work in close cooperation with heads of department, especially the Head of English

Main Responsibilities

- To draw up and implement policy for the library which reflects the aims of the school's Strategic Education Plan and to monitor regularly the effectiveness of the policy.
- To be aware of best practice and to seek to develop the library and its use in the light of this knowledge.
- To ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to study, promoting it as an important learning space within the school.
- To manage library staff and be responsible for appropriate personal professional development for library staff.
- The selection, acquisition, organisation, promotion and maintenance of appropriate resources to cover the full age and ability range of the school community and to ensure an equality of opportunity for all pupils and staff.
- To coordinate the induction of all pupils and staff to the library and its associated services.
- To play a key role in the development of information handling skills across all year groups, including the use of iPads as research tools for years 7 to 11.
- To plan and oversee the financial management of the library budget, including the preparation of budget bids, and the compilation of an annual report on the library's stock and development needs. This will include close consultation with the Bursar and the Accounts Office.
- To catalogue systematically, classify and index library resources.
- To liaise with external agencies where appropriate.
- To liaise with the Network Manager and Information Manager on matters relating to ICT as required.



Safeguarding

This role will require regular interaction with pupils which equates to regulated activity with children. The post holder must at all times act with due regard to the school's child protection and safeguarding policies and procedures and the school's code of conduct.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

General responsibilities:

- To ensure all duties are carried out in accordance with health and safety regulations
- To undertake any training and development for the better fulfilment of the post.
- To undertake any *ad hoc* duties as requested.
- To undertake any other duties and responsibilities as determined by the Head or Bursar.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities, tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.