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| *“Be Brilliant”* | Learning Resource Leader/LibrarianJob Description and Person Specification |

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| **Post:** Learning Resources Leader / Librarian**Hours and Basis:** 37 hours per week, term-time only (pro rata)**Salary:** NJC Scale 5, Points 12-17 £22,183-£24,491 per annum (pro rata £19,026.18-£21,005.74 per annum negotiable subject to expertise and experience)**Accountable to:** Assistant Principal, Literacy leader, every child |

# Main Functions of the Post

1. To strive continually to enthuse and successfully promote a strong reading culture in the Academy and model a passion for reading to every student.
2. To establish the Learning Resource Hub to be a thriving centrepiece of the school where every student is actively encouraged and welcomed to step further into their reading journey and feels that reading is accessible and important for them.
3. To notice students’ reading habits and create a culture and events that motivate, captivate, enthuse and transform confidence to read and enjoy so that they feel empowered and can make progress in reading.
4. To manage the library budget including planning for the year, tracking against planned spend and raising any budgetary concerns with the finance team. Direct finances towards best use and impact in creating a vibrant resource that makes a difference.
5. Safeguard, maintain, withdraw and buy new stock including carrying out a comprehensive audit at least annually, matching stock with the learning and personal development needs of students.
6. To open the ILC and be tenacious in maintaining a vibrant transformational hub where every student is noticed and welcomed. Developing student leadership within the space and in developing an ambitious reading culture.
7. To operate the Library computer system Accessit’, ensuring robust controls over book loans, cataloguing and ‘overdue’ books to reduce the cost of missing books.
8. To test, record and report within Accelerated Reader. Use this alongside other library data to regularly present to the literacy team suggestions for which pupils should receive targeted interventions (e.g. because they are disadvantaged or not engaging with reading) and come up with suggested strategies for engaging them.
9. Work with selected students on Book Awards. (e.g. 1066, Carnegie and SSBA). Discuss and agree those selected students with the literacy team.
10. Create and deliver a planned programme to key stage 3 students to teach research and independent study skills to students including how to use a library and how to use electronic resources and educate about the wealth of genres and types available.
11. Working with teaching staff. Re: lesson plans and resources. In addition, take ownership for a strand of literacy improvement and reporting impact as part of the literacy strategy team.
12. Set up and run daily clubs/sessions in the library to increase student engagement. Monitor and present to the literacy team the take up and impact of these clubs and continually identify where they can be improved.
13. Ensure timely book ordering, monitoring which stock we should have to support the wider learning aims across the curriculum including diversity and mental health resources.
14. Where necessary, book library, IT equipment to staff. Book Lapsafe trolleys to staff and guard them to protect from loss or damage.
15. Actively promote and increase the profile of the Learning Resource Hub as an exciting place for every student.
16. Regularly refresh and update captivating displays. Organising and display student work, including liaising with other staff.
17. Support Senior Management as required.
18. Make your own mark on this post, making innovate positive changes to further strengthen our reading culture.
19. Manage the Get Up and Read initiate loading with attendance, the English Department and SEND to target provision for key students

**STAFFING**

**Staff Development: Recruitment / Deployment of Staff:**

* to take part in the academy’s staff development programme
* to work as a member of a designated team and to contribute positively to the team ethos.

**Quality Assurance:**

* to contribute to the quality assurance procedures and policies of the academy.

**Management Information:**

* to maintain appropriate records and to provide relevant accurate and up-to- date information as appropriate for teaching colleagues/parents and carers and external agencies.
* to be responsible for developing and maintaining personal professional development records.

**Communications:**

* to communicate effectively with colleagues, the parents of students as appropriate
* where appropriate, to communicate and cooperate with persons or bodies outside of the school
* to follow agreed policies for communications in the academy

**Management of Resources:**

* to contribute to the process of the ordering department supplies through the appropriate channel.

**Other Specific Duties:**

* to play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
* to continue personal development as agreed
* to comply with the academy’s health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check and health screening.

**Person Specification**

**Learning Resource Leader/Librarian**

**Knowledge and Experience**

* Some knowledge of curriculum requirements or a hunger to learn quickly
* Up to date knowledge of current reading trends for 11-16 year olds
* Good standard of Mathematics and English

**Desirable Criteria**

* Previous experience of working within a school environment or a thriving Learning Resource Library
* First Aid certificate (preferable but not essential)

**Skills and Abilities**

* Excellent proven communication skills
* Attention to detail good organisational skills
* Computer literate
* Ability to work on own initiative and as part of a team.
* Ability to manipulate and use data.
* Ability to network with other librarians and outside agencies to get best practice.

**Personal Qualities**

* Welcoming and ambitious for every child
* Enjoys motivating and encouraging children to read
* Patient, kind and with a sense of humour
* Friendly approachable personality
* Flexible, Firm/fair
* Willingness to participate in developmental and training opportunities
* Proactive in coming up with methods to improve literacy outcomes
* Demonstrate strong enthusiasm and encourage and promote enthusiasm in others
* Be a continual advocate for reading for pleasure
* Enjoys working as part of a caring and ambitious team determined to enthuse every child