



## **JOB DESCRIPTION**

**POST:** Librarian

**GRADE:** Scale 5

**HOURS:** 15 hours per week (term time only)

**RESPONSIBLE TO:** Deputy Head teacher with responsibility for standards and curriculum; Literacy Lead

**Hargrave Park School is committed to safeguarding the welfare of young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to CRB checks and excellent references.**

### **MAIN DUTIES OF POST:-**

- **To work effectively with all staff to further develop the standards and enjoyment of reading across the school.**
- **To manage and develop the school's library, ensuring its environment is engaging, well-resourced and organised.**
- **To support and advise teachers in ensuring quality book areas in their classrooms.**

### **Roles and Responsibilities:**

1. To ensure that the library is well presented and inviting for children.
2. To lead story telling sessions, liaising with class teachers when appropriate to co-ordinate with class themes and topics.
3. To devise and lead on strategies that will promote the love of reading, in liaison with the Literacy Lead.
4. To manage the issuing and returning of library's stock, including the cataloguing of new material.
5. To offer guidance to our young readers; recommending authors and texts that will widen their reading experience.
6. To help library users find material to meet their needs.

7. To encourage pupils and staff to use the library through supporting a range of library based activities.
8. To keep abreast of new developments in children's literature.
9. To create displays on given themes, books and authors.
10. To carry out administrative duties as required.
11. To work within the policies of the school especially those concerned with Equal Opportunities, Child Protection and Health and Safety.
12. To meet any other requirements of the school, as appropriate.