

# Kingsford Community School

An International School and Confucius Classroom

Post:	<u>Main Purpose of Job:</u>
Grade:	<u>Job Description: Librarian</u>
Location:	Librarian
Work Pattern:	Scale 5 Kingsford Community School
Responsible to:	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
<u>Other</u>	Assistant Head Teacher
<u>Relationships:</u>	All school staff, pupils, exam boards and governors.

- 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.

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## 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.

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## 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.		
Appropriate postgraduate qualification in Librarianship or Archiving etc.		
<b>Experience Required</b>		
Some experience of working in a secondary school in a teaching or support capacity e.g. Librarian, Subject Teacher		
Experience of working in a library setting		
Experience of working in an archival setting		
Event organisation		
<b>Skills and Abilities</b>		
Creativity in designing and running extra-curriculum sessions		
Strong written and verbal communication skills		
Good IT skills, particularly with databases, library software and MS Office		
Good interpersonal skills		
<b>Knowledge and Understanding</b>		
Knowledge and understanding of statutory safeguarding requirements for those who work in educational settings		
Understanding of copyright laws for teaching pupils the correct way to source information from the library		
A very secure knowledge of English grammar, spelling and punctuation		
Knowledge of children's literature, contemporary and classical		
Knowledge of the English literature requirements of KS3 and KS4		
Knowledge of inclusive practice, including supporting pupils with SEND, EAL needs, and supporting the Most Able		All

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

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

Signed: • \_\_\_\_\_

Date: .....

(Librarian)