

# **CO-OP ACADEMY NORTH MANCHESTER**

**School Librarian**

**Grade 4, Points 7-11 (actual £17,225 - £18,645)**

The role of school librarian is key within the Academy, ensuring that the Academy’s vision of excellence and success is achieved within the Library/Learning Resource Centre. Through having the highest expectations, you will be able to continue to drive up standards in literacy and promote a smooth and efficient operation of the academy library as a Learning Resource Centre for independent learning for all our pupils.

**You will be required:**

* To develop a smooth and efficient operation in the academy library as a teaching and learning resource and to promote the Library as an effective centre for independent learning for all pupils.

**Key tasks and accountabilities**

* To develop, organise and implement activities in the Library that develop the Co-operative ethos in the Academy.
* To plan and control the Library resources in their design and support of the learning in the academy and the generation of statistical information from the Library database which underlines the present catalogue and informs understanding of whole academy reading habits.
* To manage and oversee all matters relating to the smooth and efficient operation of the academy library.
* To be responsible for the acquisition and management of library materials which will facilitate the development of the library as a learning resource in accordance with the academy’s curriculum.
* To ensure that staff and pupils are aware of the services available and to encourage maximum use of the libraries' resources for both education and enjoyment.
* Contribute to the safeguarding and promotion of the welfare and personal care of pupils.

**Specific duties and responsibilities:-**

**Supporting pupils in using the library**

* To supervise and oversee study in, and use of the academy Library including timetabling, general discipline and induction into the use of the library's facilities.
* To work with individual pupils in assisting them to select books that match their level of literacy and areas of interest.
* To supervise pupils working independently within the Library both in lessontime and during lunch breaks/break times/before academy in the morning, to ensure that they behaveappropriately and receive the help they need.
* To work in a positive way to minimise the incidents of late returns and loss.
* To participate in the recruitment, training and supervision of pupil librarians, arranging induction and providing any appropriate training as required.
* Prepare and deliver induction sessions to pupils in Year 7.
* Conduct pupil voice activities to gather information about reading preferences and use these to shape the library.
* To develop a Library book shop which links to rewards as part of the whole school behaviour for learning policy.

**Supporting the Academy’s Reading Curriculum**

* To participate in the implementation of Co-op Academy North Manchester’s fluency curriculum by participation in reading intervention programmes.
* To act as a point of contact for and collaborate with outside agencies who provide programmes for our pupils such as the Paired Reading Programme run in collaboration with Manchester Grammar School.
* To organise wider curriculum events including workshops with authors and poets.
* To organise and run extra-curricular reading groups.
* To encourage reading and the use of the libraries as an essential part of the wider curriculum.
* To provide information for teaching staff on matters pertaining to library support for the academy curriculum.
* To liaise with heads of department in order to review their requirements of the Library, to support the creation of in-class libraries and provide appropriate staff CPD in relation to the use of the library.
* Ensure that the library supports all aspects of every pupils’ development through understanding and supporting the PSHE, SMSC curriculum, providing images for self-esteem, well-being and developing social skills through participation in library based activities.
* In consultation with the senior leadership team and Head of English, develop, distribute and monitor form time reading resources.
* To develop a remote library offer, including a virtual library, which supports pupils in accessing quality reading from home.

**Stock and resource management**

* To prepare, manage and administrate the library budget.
* In consultation with the senior leadership team and Head of English, to select and purchase library resources in all appropriate formats, utilising an appropriate range of suppliers.
* To organise the cataloguing, classifying and indexing of the library resources and resources located elsewhere in the academy, in all formats, as required, ensuring that access to and retrieval of material and information is as efficient as possible.
* To manage the day to day organisation of the libraries, including the supervision of routine clerical duties such as filing, shelving, issue and recovery systems.
* To ensure that book stocks and all library resources are carefully monitored.

**Promoting the library**

* To promote the use of the academy Library as a suitable venue for meetings and events.
* To create and put up displays both inside the library and around the academy which promote events taking place within the library and reading for pleasure.
* To promote the use of the academy Library and encourage pupils to read through monthly competitions, reading groups, national strategies such as World Book Day, and create displays within the library which mark and celebrate the Academy’s publicised calendar of events and festivals
* To receive visitors, including prospective pupils and parents, and promote the academy Library to them by giving a brief tour of the facilities as part of events such as Open Evening.

**Other responsibilities**

* To provide a half termly report of library usage for the senior leadership team and Head of English.
* To deal with and report, in line with the academy’s Behaviour for Learning Policy, incidents that are seen or reported regarding pupils’ behaviour or welfare.
* To provide social media content that promotes events in the library and recommended reading for pupils.
* In conjunction with the line manager, to take responsibility for personal professional development, keeping up-to-date with research and developments related to the provision and management of the library.
* To undertake in-service training and other training as appropriate, including academy based INSET, to meet the requirements of this role.
* To be aware of and act upon relevant academy policies and in particular those associated with Child Protection/Safeguarding Children and Health & Safety issues.
* To be responsible for maintaining a clean and tidy environment.
* To attend relevant meetings as required.
* To act as a role model for the pupils in the academy.
* To act as an ambassador for the academy and ensure that the academy’s high standards are promoted at all times.
* To undertake other duties appropriate to the post that may reasonably be required from time to time.

**Health and safety**

At Co-op Academy North Manchester, all employees have the responsibility:

* To comply with safety rules and procedures laid down in their area of activity.
* To take reasonable care of their own health and safety and hence avoid injury to themselves
* and to others by act or omission whilst at work
* To use protective clothing or equipment as may be provided.
* To report promptly all sickness, accidents, unsafe conditions or practices and dangerous
* occurrences of which they are aware.
* To cooperate with the Principal in the fulfilment of the objectives of the Academy’s Health and Safety policies.

**Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.**

**Person Specification – School Librarian**

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|  | **Essential** | **Desirable** |
| **Qualifications and experience.** | Educated to GCSE or equivalent toGrade C (or above) in English Language and MathematicsKnowledge or working practice in the education sector.Awareness of the importance of data protection, confidentiality and safeguarding.Experience working with young people in a school or college.Experience of successfully building rapport and developing relationshipswith others. | Further/higher education or library qualifications.Use of school MIS system ideally SIMS.An understanding that barriers to learning exist and can be removedPrevious experience in a similar role. |
| **Knowledge, skills and abilities** | Knowledge of policies, procedures and practices for library management.Knowledge, understanding and competence in Microsoft Office and Google Suite and library management systems. Health and safety issues as they relate to this particular environment. Good organisational skills and the ability to prioritise own workload. Good communication skills with staff, students and other users of the school library. Ability to analyse the needs of library users and secure appropriate resources to meet those needs. Creativity in making the library an attractive place for pupils, supporting literacy and developing the research capabilities of students. Behaviour management skills. Ability to lead on the maintenance and control of library stock.Safeguarding requirements for working with children. Excellent written and oral communication, including the accurate use of English grammar, punctuation and syntax. | Understanding of managing a budget.An awareness of current educational practice and policy. Knowledge and understanding of academic research in relation to libraries within secondary educational environments.Confidence with audio/visual equipmentUnderstanding of the English secondary curriculumUnderstanding of the public examination system.  |
| **Personal Qualities and Attributes**  | Flexibility and adaptability. Self-confidence and the ability to deal with difficult situations. Willingness to take the initiative.Positive outlook. Commitment to further training and development. A genuine commitment to improving the quality of provision for pupils in our academy.Willingness to represent the academy. |  |