



Job Description

Job Title	: Lead Liaison Librarian
Responsible to	: Director of Learning and Research
Department	: Information and Knowledge Service
Last reviewed	: 26 May 2021

Job Purpose and outline:

- To deliver information and research skills for the school
- To work closely with departments, teachers and pupils in the support of the curriculum and pupils/staff. To assist with the management of the Library, special collections and the Archive
- Responsibility for the day to day management of the Library Assistants
- To undertake any other duties that ensure the smooth running of the Haileybury Information and Knowledge Service

Principal Duties:

- The post participates in the provision and support of research and information skills
- The post acts as a liaison between the Information and Knowledge Service's resources and pupils, teaching staff, and academic departments
- The day to day responsibility for the management of the Library Assistants
- The post will support the Director of Learning and Research in meeting the strategic plan for Learning and Research through the Haileybury Information and Knowledge Service

The post-holder will:

- Support the Director of Learning and Research to develop an overview and strategy for the Haileybury Information and Knowledge Service each year. Maintain and develop the resources in the Library and elsewhere in response to the needs of pupils and teachers
- Provide information and research skills for pupils and teachers in the form of lessons and one to one support
- Develop the Library and Archive catalogue and learning platform
- Provide support in academic departments and pupils
- Develop resources to support academic departments and the International Baccalaureate diploma
- Run appropriate societies and groups
- Develop the use and profile of special collections and Archive
- Support the development and maintenance of the collections
- Maintain excellent communications with the Information and Knowledge Service team to ensure circulation and dissemination of information

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Experience

- Experience of working in a library

Skills (essential)

- A degree or postgraduate qualification in Library and Information Studies or Chartered Librarian
- Candidate will have excellent ICT skills
- Working knowledge of on-line databases and resources
- Understanding and use of social media
- Ability to design and teach information skills lessons
- Excellent research skills
- Good communication skills both orally and in writing
- Promotional skills to develop the profile of the Information and knowledge service
- Effective time management and organisational skills
- To quickly establish positive working relationships and work effectively as part of a team
- Ability to meet deadlines effectively

Experience (desirable)

- A knowledge and love of literature for adults, young adults and children

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the jobholder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Data Protection at Haileybury

The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.