



SHEBBEAR COLLEGE

Job Description: Librarian

Reporting to: Senior Deputy Head

The Library is located at the heart of the School and the Librarian is a whole school responsibility working with the Prep and Senior School and Early Years.

The Librarian is a prominent, visible presence within the school and will forge strong relationships with pupils, parents, staff and the wider community. Being able to run the organisational and operational side of the Library, whilst also creating and leading a strategic vision for the Library in the next five years is an integral part of the role.

The responsibilities of the Librarian are to:

- To be responsible for the day to day running of the Library
- To maintain a comprehensive choice of recently published contemporary fiction for both the Senior and Prep School
- To provide reading materials in the library that reflect contemporary issues
- To enable both Seniors and Prep pupils to access the wealth of material available in the Library for research purposes
- To work with Early Years children in the Library
- To support pupils with research and study skills
- To support teaching staff and Faculties with resources for the teaching of topic-based projects in the classroom
- To work with HoFs to ensure appropriate books and resources are available and kept up-to-date for each subject.
- To support the ALN (Additional Learning Needs) department with books and resources appropriate to the needs of both Senior and Prep pupils
- To coordinate with the Horizons lead provide a small but comprehensive 'Horizons' (careers) Library within the main Library
- To organise writing competitions and literary events such World Book Day across the whole school
- To organise regular Book Clubs with each Senior Year Group
- To hold lunchtime Book Clubs
- To arrange author visits to the school
- To develop and maintain an inspirational Library environment
- To consider how the Library can be used by pupils alongside the development of 'thinking spaces' across the School
- To ensure the Library is a welcoming environment which is able to support the learning of all pupils.

This list is not exhaustive and is subject to change. The Librarian is expected to fulfil any reasonable request made by the Head and Senior Deputy Head.