

**LIBRARIAN JOB DESCRIPTION**

**Post Title:** Primary School Librarian

**Salary:** Grade B

**Hours:** 9 hours per week (39 weeks per year)

**Responsible to:** English Lead and Headteacher

**Responsibilities:**

* Carrying out the day-to-day running of the library.
* Ensuring that the library environment remains attractive to encourage maximum use.
* Reviewing stock regularly and replacing stock when required to ensure all reading material is appropriate and up to date.
* Keeping up to date with new publications and developments in children’s literature
* Assistance of staff, pupils and parents with enquiries.
* Liaison with teaching staff in planning and selection of books and other resources to ensure that the library is meeting the needs of the curriculum.
* Working with English lead to develop action plans.
* Use of the library computer system effectively and support of ICT use in the library.
* Promoting the use of the library and a passion for reading through a wide range of activities and events.
* Working with individuals and groups of pupils to support their progress in reading.
* Training and managing Junior Librarians.
* Liaison with the School Library Service.
* Attendance on appropriate courses.