



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

POST TITLE	Library Manager
GRADE	Grade 6 (Scale Range 18-20) Hours of Work: 35 hours per week full time or term time only
RESPONSIBLE TO	Administration Manager
CONTACTS	All staff, students, parents, School Library Service
JOB PURPOSE	To manage and organise the School Library and to be responsible for its efficient maintenance, development and coordination within the school and National Curriculum

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

Library

- To promote the use of the School Library for all students and for it to be a focal point of the school's learning community
- To deliver an efficient and well-maintained School Library service in line with the school's curriculum needs and educational aims and objectives and to monitor the effectiveness of the School Library
- To promote the development of reading and literacy skills for information and recreation and to coordinate a whole school environment which encourages reading for pleasure
- To formulate and implement, in consultation and assistance from senior staff, Development Plans and policies for provision of library resources to support curricular, personal and recreational activities within the school
- To lead and work with all relevant staff to ensure that Library resources are developed and regularly updated

- To ensure all relevant staff receive up-to-date training
- To develop and implement library skills programmes including Year 7, 10 and 12 induction and effectively manage the library resources so that they can be used to maximum potential by both staff and students
- With the assistance and liaison with senior staff/HoD to manage and organise the selection, acquisition, organisation, promotion and maintenance of books and non-book resources to cover the full age and ability range of the school's community and to ensure an equality of opportunity for all students and staff
- With the assistance and liaison with senior staff/HoD to instruct, guide, assist and support students and staff with the selection of information when undertaking assignments and to advise on the suitability and availability of resources
- To manage study groups during the school day, lunchtime, before and after school
- To instruct and assist students and staff on how to effectively use IT resources in the Library
- With the assistance and liaison with senior staff to manage library budgets, making full use of capitation to satisfy future needs of curriculum and in accordance with Development Plans, including the preparation and submission of bids to relevant parties e.g. PTA for any available funds
- To participate in curriculum and student developments and attend relevant meetings where appropriate
- To liaise with the School Library Service to ensure that appropriate materials are obtained, and full use is made of advisory service and in-service training
- To train and support library and clerical staff in computer aided and general administration of library, work experience trainees and student librarians
- To promote the use of the library through the school's Literacy Strategy including displays, bulletins and external events
- With the assistance and liaison with senior staff to effectively manage behaviour and standards within the library throughout the school day and ensure that an environment conducive to learning is maintained
- To effectively communicate and liaise with relevant staff/parents to ensure that behavioural incidents are acted upon
- To contribute to the work of the Administration Team as appropriate

