



Guru Nanak Sikh Multi Academy Trust

“We are here to help our students acquire skills and knowledge to achieve what they aspire to do.”

Aspire ~ Acquire ~ Achieve

Job Description

Librarian

Job Description

Contract: Term Time only (38.6 weeks including inset days), Mon-Fri 0830 - 1600 hrs (35 hours per week)

We are looking to appoint an enthusiastic and creative Librarian to work as part of the Literacy team.

The successful candidate must have Level 2 qualifications in English and Maths or equivalent and possess strong IT skills, be a good communicator, approachable and have a positive attitude towards staff and students.

Responsibilities and Tasks

Key Responsibilities

- Liaise with Head of Department to ensure that the resources meet the curriculum and information needs of pupils and that the stock reflects a variety of media needs for pupils of all ages and abilities
- Develop and deliver promotional activities for the Library
- Operate an issue and return of books service
- Classify, catalogue and process new books and other resources
- Identify damaged stock and repair existing stock as necessary
- Withdraw from stock as necessary
- Arrange stock in an orderly and secure manner
- Undertake routine administrative duties such as overdue books
- Supervision of the Library during the school day, during breaks and before and after school
- Dealing with all enquiries from pupils and encouraging reluctant pupils to utilise the facilities
- Promoting the Learning Resource Centre in and around the school and encouraging reading for pleasure by facilitating reading groups, participating in external initiatives, and organising extracurricular activities such as author visits
- Ensuring appropriate behaviour of pupils within the Learning Resource Centre and fostering of an environment of mutual respect between pupils and staff
- Ensuring continued quality of delivery by keeping up to date with developments in literature for children, education, librarianship, ICT and all related fields
- Using social media, work with SLT strategic leads to promote literacy/Library use via school communications
- Develop promotions and reading incentives

- Develop, lead, delegate and monitor book clubs
- Plan, organise and deliver the Library information as part of the annual Open Evening for pupils and/or prospective parents
- Train and supervise pupil volunteer helpers
- Work creatively and collaboratively to promote a love of reading
- Create a safe, welcoming space for pupils
- Support English literacy classes in Library as required
- One to one or small group interventions
- Promote and safeguard the welfare of children and young person you are responsible for or meet you
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concern to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required
- Assist with pupil needs as appropriate during the school day

General

- To undertake any other duties commensurate with the post as may be required by your Line Manager or the CEO.

Equal Opportunities

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

Health & Safety

- In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.



Person Specification

Librarian and Literacy Support Co-ordinator

Line Manager: Literacy Co-ordinator

Education and Qualifications	Essential	Desirable
Good GCSE (or equivalent) results including Maths and English	✓	
Qualified teacher status		✓
First Aid Qualification		✓
Experience	Essential	Desirable
Experience of working to support children's literacy in a relevant environment or education setting	✓	
Experience of working in a Library preferably in a school or college environment		✓
Experience of managing a budget		✓
Experience of supervising small groups	✓	
Experience of with and supporting children	✓	
Understanding the school curriculum	✓	
Proactive and imaginative in the approach to provision and promotion of the Library services		✓
Full working knowledge of relevant polices / codes of practice		✓
Awareness of current developments in Library resource management		✓
Effective use of ICT to support learning		✓
Excellent verbal and written communication skills	✓	
Skills and Attributes	Essential	Desirable
An inspiring and dynamic colleague able to deal confidently and appropriately with a variety of situations	✓	
Ability to work as a team player but also individually with minimal supervision	✓	
Ability to relate to and communicate with pupils in and out of the classroom	✓	
Ability to motivate pupils to realise their potential academically and personally	✓	