

JOB DESCRIPTION

Position /Designation: Librarian	Department: Academic Support
Reporting to: SLT	

Job purpose: To plan and implement the school's library policy in consultation with the Headteacher, governors and staff, and in conjunction with the overall School Development Plan.

Key responsibilities:

- Manage, maintain and promote the school library and teacher resources;
 - Identify and buy quality resources for the school library and classroom libraries to deliver the National Curriculum and primary strategies and support equality and diversity issues
 - Assist in the delivery of information skills and information literacy teaching in the school
 - Promote enjoyment of, and excitement about reading to all children
 - Establish skills for independent learning
- Develop and promote the role of the library in the school with an active engagement in diversity and equality issues.
- Work closely with teaching staff to plan and deliver the skills curriculum.
- Promote the effective and efficient use of the library and library resources.
- Work with teaching staff to take a strategic approach to cultivating a love of reading in children.
- Manage the school library and library resources throughout the school:
- Select, acquire, maintain and withdraw library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues.
- Organize, catalogue and classify library resources, both electronic and print- based.
- Prepare financial estimates for the school library and manage the budget.
- Supervise and train staff, parents, volunteers and student librarians working in the library.
- Make full use of technology in the library.
- Make the library attractive and accessible to all children and staff, including displays, guiding and publicity materials.
- Keep the headteacher, school governors and parents informed about the needs and development of the library and information service in the school.

- Understand & cooperate with full compliance with Repton's OSH(Occupational Safety and Health) policy and procedures. This includes, but is not limited to, decisions or actions advised by management to protect employees and students or to comply with OSH requirements.

Required Skills:

Candidates need to show evidence of the following:

- Knowledge of children's literature and children's resources to support the curriculum.
- Knowledge and understanding of library and information skills.
- Knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources.
- Knowledge of and commitment to equalities and diversity issues in the provision of library services
- Knowledge of how ICT can be used to support reading development.
- Awareness of child development and the role of reading in the educational development of the child
- Substantial library experience, with experience of working with schools or with children.
- Experience of developing and delivering training sessions
- Ability and encourage to innovate.
- Ability to think strategically and creatively, as well as having an eye for detail.
- Excellent communication skills, both oral and written, and the ability to adapt to very different audiences.
- Ability to use library management systems and other ICT software.
- Ability to assume responsibility for your own work, devise your own work schedule and set appropriate targets and achieve them.

The duties outlined in this job description are in addition to those covered by the latest Contract of Employment. It may be modified by the Head, with your agreement, to anticipate changes in the job.

Approved by:	Marie Nasrawi
Date approved:	May 2023
Signature of the employee:	