



The King's School Job Description

SCHOOL LIBRARIAN

Purpose:	<p>The School Library is a busy and welcoming part of life at The King's School, serving a number of academic and pastoral needs for students and staff, and embracing the school's ethos of 'Achievement for All'.</p> <p>The School Librarian works in tandem with the School Library Resource Assistant, setting and maintaining the high standards expected of the School Library. A clear commitment to attainment, well-being, and the changing needs of students and staff, underpins the role and a genuine appreciation of books, reading and learning is essential.</p>
Responsible to:	DHT Curriculum
Working time:	<p>Minimum of 18 hours per week and a maximum of 22 hours per week, 39 weeks per year, term time only (to include INSET days).</p> <p>Ideally, Wednesday – Friday, however, there is some flexibility of when these hours could be.</p>
Salary/grade:	<p>Support Staff Grade E</p> <p>Pro Rata Actual Salary: £10,669 - £14,666. For Exceptional Performance in Role up to £16,091.</p>
Disclosure level:	Enhanced
Specific responsibilities:	<ul style="list-style-type: none"> Oversee and facilitate the use of and maintenance of the school library including: ensuring orderly and user-friendly shelving, displays and facilities throughout the main school library and library study areas. Direct the School Library Resource Assistant and carry out annual appraisal. Liaise with Heads of Departments, teachers and other staff to ensure school library resources and services meet all curriculum needs. Work with the English department to devise, organise and promote literacy and reading initiatives across the school. Identify stock requirements and source, purchase and catalogue new books and subscriptions, both print and digital. Respond to requests from individual school library users. Respond to teacher or tutor requests for topic book boxes. Research and implement ideas and strategies for the development of the school library. Plan, promote and deliver Student Librarian training. Encourage purposeful use of the school library for study, leisure and pleasure which includes, supervision of the students across the two school library areas during break and lunchtimes. Issue and return books/other resources via the school library software system. Manage the Library Management System and liaise with the external software providers and our IT team as required. To obtain statistics from the Library Management System to inform future planning. Manage an annual budget. Manage the school library laptops and monitor their use. Adapt the school library routine to accommodate examinations and other school events. Work with the Examinations Officer and team of examination invigilators to help ensure successful delivery of examinations – this could include the need to invigilate at times. Supervise 6th Form study sessions, including taking a register.



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Other specific duties:

- To take part in the school's staff development programme.
- To continue personal development in the relevant areas.
- To engage actively in the appraisal process.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Supporting the teaching staff and thereby the achievement and progress of students.
- To provide a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.
- To actively promote the school's corporate policies.
- Establish constructive relationships and communications.
- To comply with the school's Health and Safety policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents). **We are committed to safeguarding the welfare of students so all staff are enhanced DBS checked.**