



## School Librarian - Job Description

<b>Accountable to:</b>	<b>Academy Principal</b>
<b>Immediately Responsible to:</b>	<b>Executive Business Manager and Head of English</b>
<b>Immediately Responsible for:</b>	<b>Promoting and Developing the school library in order to provide an efficient service to learners and staff</b>
<b>Grade:</b>	<b>SET Grade 4 scp 13-16</b>

### Main Functions:

- Managing the issuing and returning of the library's stock
- Shelving stock and keeping the library in good order
- Provide support for cataloguing of new material to the library collection. Processing new material so that it is ready for shelving
- Managing the library management system and supporting its use by learners
- Running the overdue system
- Help library users find material to meet their needs
- Assisting library users to become proficient in using on line resources
- Encourage pupils and staff in using the library through supporting a range of library based activities
- Supervision of learners using the library
- Work towards and support the school vision and current school objectives as outlined in the Academy Development plan
- Contribute to the school's programme of extra-curricular activities including hosting library based events
- Engage actively in the performance review process
- Other duties reasonable to assist in the smooth operation of the library

Castlebrook High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of Shaw Education Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

The school is committed to the ongoing professional development of all its employees.

Job Description prepared by:	Mrs S. Armstrong, Academy Principal	Date: 17/06/2019
Agreed by Postholder:	Signed	Date:

## Attendance Officer – Person Specification

SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>		
Experience of working in an education setting committed to the inclusion agenda		✓
Previous library experience		✓
General clerical / administrative work	✓	
Good numeracy and literacy skills	✓	
NVQ 3 Learning and Development support services for children, young people and those who care for them or equivalent qualification or experience in a relevant discipline		✓
NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline		✓
<b>Skills and Knowledge</b>		
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
Ability to relate well to children and to adults	✓	
Ability to deal confidently with enquiries from library users	✓	
Very good ICT and record keeping skills	✓	
Keen to promote a welcoming and helpful image of the library	✓	
Excellent interpersonal skills	✓	
Good communication skills	✓	
Good organising, planning and prioritising skills	✓	
Methodical with a good attention to detail	✓	

<b>Behavioural Attitudes</b>		
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener	✓	
Committed to the needs of the learners, parents and other stakeholders and challenge barriers and blocks to providing an effective service.	✓	
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	✓	
Committed to the provision and improvement of quality service provision	✓	
Adaptable to change/embraces and welcomes change.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive	✓	
Communicates effectively	✓	
Has the ability to learn from experiences and challenges Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	