

# JOB DESCRIPTION

**Post Title:** School Librarian  
**Responsible to:** Senior Assistant Headteacher (Teaching, Learning & Curriculum)  
**Responsible for:** To take responsibility for the running of the School Library

## Core purpose

To lead on the co-ordination, operation and development of the School Library.

## Main responsibilities

### Leadership and management

- Take responsibility for the development and running of the school library.
- Review and select appropriate books and resources, maintaining stock control from the issue of books to purchasing new stock, ensuring library software is used accurately.
- Ensure educational priorities are supported through careful budget management.
- Ensure that the best value principles of comparison, challenge, consultation and competition are applied in the area's management and use of resources.
- Use ICT resources effectively to operate the library and improve reading/literacy.
- Supervise students during library opening hours and after school in accordance with the School's Behaviour and Rewards Policy.
- Ensure relevant Health and Safety policies are fully understood and consistently followed.
- Have responsibility for promoting and safeguarding the welfare of children and young persons she/he is responsible for, or comes into contact with.

### Support

- Communicate effectively with school staff to ensure the library caters for all subject areas, topics and content.
- Assist users of the library including assisting teaching staff during library lessons, supporting homework, reading/reading guidance and research.
- Co-ordinate the use, training and deployment of community, student ambassadors and Sixth Form volunteers within the library.
- Support the organisation of the STAR reading assessments and book quizzes, in conjunction with Lead Practitioner for Reading and English class teachers.
- Support our Careers team in administration of 'careers conversations' (interviews) and events when needed.
- Work with small groups of students (intervention) to develop reading skills
- Participate in appropriate whole school training and staff development.
- Be committed to good relationships and equality of opportunity for all.

### Promotion

- Promote the library and its facilities, in addition create displays and exhibitions, co-ordinate extra-curricular activities, organise special events and author visits, and maintain book lists etc.
- Promote engagement in Accelerated Reader programme across year groups, sharing data with class teachers and form tutors
- Actively guide students during and beyond class time in developing a love of reading by selecting fiction, which will engage and extend their interests and literacy skills; engage students in running the library, literary groups.
- Where relevant, ensure effective links are developed and maintained with primary partners.

In addition to these specific responsibilities the post-holder may be required to undertake any additional responsibility that might reasonably be deemed to be part of the job. These responsibilities may be reviewed at any time with due consultation.