

# Job Description

## Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Librarian
<b>School</b>	Langley School
<b>Salary Band/Range</b>	Band C, for 37 hours per week
<b>Responsible to</b>	Head of English Faculty
<b>DBS Check</b>	Enhanced
<b>Special Conditions</b>	Permanent

### 1. Job Purpose

The Librarian will create, promote and maintain the Library at Langley so that it is a safe, welcoming and stimulating place to learn and read. The postholder will promote reading across the school, working alongside the English Faculties as well as other areas to ensure that everyone at Langley is a reader.

Reporting to the Head of English, the Librarian will also be responsible for tracking reading progress in Key Stage 3, managing stock, supervising Homework Club and Chess Club. The Librarian will also run interventions, Reading Clubs and support with Library Reading Lessons in Year 7 and 8.

### 2. Key Responsibilities

#### 2.1 Main Duties

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals.
- Creating and implementing a policy for the Library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school's disciplinary code.
- Taking responsibility for and managing the Library budget, including the preparation of budget bids and estimates.
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- Recruiting Literacy Ambassadors, supervising and training them and rewarding their achievements.
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Supervising pupils using the Library for Key Stage 4 independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.
- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs.
- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with

	<p>teaching staff, and reinforcing these skills where appropriate.</p> <ul style="list-style-type: none"> <li>• Promoting reading and the enjoyment of reading in all its forms.</li> <li>• Promoting and publicising the services provided by the Library to the whole school community.</li> <li>• Exploiting every opportunity for own professional development, sharing INSET opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.</li> <li>• Developing and maintaining links with other libraries and relevant organisations (e.g. SLS, county education advisers, public library service, universities and colleges and museums).</li> <li>• Running Homework Club to provide a safe and supportive environment in which pupils can complete work after school</li> <li>• Running Book Clubs to promote reading with different groups of pupils</li> <li>• To provide a welcoming and supportive environment for tutors and external agencies to deliver intervention</li> <li>• To copy, mark and record outcomes for termly Reading Assessments using a standardised resource for Year 7 and 8</li> <li>• To work with the English Faculty to promote reading on national and local occasions such as 'World Book Day'</li> <li>• To liaise with local and national networks to arrange for visiting writers to provide workshops for young people</li> </ul> <p>This is not an exhaustive list and the postholder will have the opportunity to develop their role in many different ways.</p>
<b>2.2</b>	<b>People</b>
	<ul style="list-style-type: none"> <li>• Work closely with Heads of Faculty as well as subject teachers to ensure that the library is stocked with high quality resources which help pupils to learn and develop their interests and knowledge.</li> <li>• Work as part of the Support Staff team to make a positive contribution to the school, attending meetings and participating in whole school events.</li> </ul>
<b>2.3</b>	<b>Safeguarding</b>
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>2.4</b>	<b>Financial</b>
	The postholder may handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events.
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.
<b>2.6</b>	<b>Health &amp; Safety</b>
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3.</b>	<b>Other Conditions</b>

<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	Langley School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>
	The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

<b>Compiled/Reviewed by:</b>	SAT
<b>Date:</b>	June 2025