



DERBY HIGH SCHOOL

ESTABLISHED 1892

JOB DESCRIPTION

POST TITLE:	Librarian – Whole School
RESPONSIBLE TO:	Deputy Head/Primary Head
HOURS OF WORK:	10am to 2pm – term time only

KEY DUTIES:

- To co-ordinate and oversee all matters relating to the smooth and efficient operation of the school libraries including the issue and return of books, including departmental textbooks.
- Contribute to curriculum development through liaison with teaching staff and pupils and identifying their curricular requirements.
- Maintain up-to-date knowledge of currently titles, trends and changes in the market.
- Selection, acquisition, organisation, promotion and maintenance of books and non-book resources to cover the full age and ability range of the school. Ensuring an equality of opportunity for all pupils and staff.
- Ordering and taking delivery of books and any other items required in the libraries.
- Maintain the quality and relevance of stock through regular evaluating, withdrawing and replacing as necessary.
- Maintain an accurate lending system to facilitate accessibility, use, stock control and unreturned items.
- Ensure staff and students are aware of the services available and to encourage maximum use of the libraries' resources and the potential of the libraries as a centre for learning and extra-curricular activities.
- Encourage the active participation of students and staff in accessing the full range of facilities available through the libraries, in order to maximise their learning opportunities and encourage reading for pleasure.
- Management of the libraries budget and the preparation of financial estimates.
- Ensure that appropriate measures are in place to keep the libraries secure and to minimise risk of loss of resources and equipment.

- Prepare and maintain vibrant displays and promotional material to enhance the appearance of the libraries, ensuring the libraries present an attractive and exciting image to visitors.
- Teach transferable information learning and knowledge access skills which are the core of lifelong independent learning.
- Provide guidance and assistance to pupils on appropriate strategies for the selection of information resources to undertake assignments both from within the school and the wider community; the effective use of specific resources e.g. reference material; the compilation of books lists and other promotional material.
- Attend teaching staff meetings and teaching staff INSET and work closely with teaching staff to promote reading and information literacy skills.
- Maintain libraries management system (Access-IT), to ensure the libraries operate efficiently and loan records are accurate.
- Manage the use of libraries computers, printers/photocopier for all users.
- Maintain a high level of current awareness regarding children's literature and developments in education and librarianship.
- Attend open mornings, speech day and other events as part of the life of the school.
- Submit articles on libraries events for the weekly copy of High Notes.
- Liaise with EPQ Co-ordinator and EPQ students to provide resources and support as required.
- Train and supervise a team of school prefects/librarians. Devise a training programme and timetabling for the team.
- Liaise with students/parents to ensure books/textbooks are returned in a timely manner, particularly by those leaving DHS.
- Develop and maintain an efficient procedure for end of year book returns and instigate charging procedures for books not returned, lost or damaged. Provide the Bursary department with a comprehensive list of books to be charged including current prices.
- Organise events as necessary including Author visits and other special literary events. Promote literacy through recognised book and media events and awards such as World Book Day, Carnegie etc.
- Monitor and evaluate the effectiveness of the services provided by the libraries and ensure that it is meeting the needs of the school community.
- Creating and maintain an archive of materials relating to the history of the school. Liaison with the DHS Alumni to further enhance this facility.
- Contribute to the safeguarding and promotion of the welfare of students.

This job description is not a comprehensive definition of the post and the post holder will be expected to undertake any other tasks commensurate with the duties and responsibilities of the post. The job descriptions will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the post holder.

Derby 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. The successful applicant will be required to undergo checks appropriate to the post and will be subject to an enhanced DBS check.