

## Specialist job description: School Librarian

### 1 PLACE IN THE ORGANISATION

---

The School Librarian reports directly to the Head of School and liaises very closely with the Head of Juniors, Head of Seniors and Head of Boarding and Pastoral in order to support the initiatives in the different sections of the school.

The School Librarian also works closely with the Director of Educational Technology to support the use of Educational Technology throughout the school in order to promote independent learning.

### 2 MANDATE

---

1. To promote the Library as a centre of learning and discovery at the heart of the school community.
2. To manage the day-to-day running of the library and oversee its development as a key component in the school's teaching and learning environment.

### 3 DUTIES AND RESPONSIBILITIES:

---

In order to fulfil the role's mandate, the School Librarian has responsibility for the following:

#### 3.1 LIBRARY MANAGEMENT

1. Organisation of the library on a daily basis, managing its service to the community while maintaining its security, health and safety systems.
2. Leadership of support staff and volunteers to promote the purpose and services of the library.
3. To arrange the effective retrieval of resources by the systematic indexing, classification and cataloguing of all library resources.
4. To manage the library as an easily accessible learning and literacy resource.

#### 3.2 LEARNING AND TEACHING

1. To discuss the development and growth of the resources managed in the library with academic and pastoral leaders
2. To select, acquire, organise and maintain library resources within budget in order to serve the school community as a learning community.
3. To maintain and renew educational subscriptions, including on-line subscriptions on behalf of all departments in the Junior, Senior and Boarding sections of the school.
4. To provide guidance and assistance to students and staff concerning the use of the library and the resources it contains.
5. To organise library-related Co-Curricular Activities in line with the school's aims

#### 3.3 EDUCATIONAL TECHNOLOGY

1. To promote the use of the Library as an on-line learning resource for the community.
2. To connect students and teachers with online/electronic resources,

## Specialist job description: School Librarian

3. To maintain and develop a working knowledge of educational initiatives, information and communications technologies to better serve the school community

### 3.4 COMMUNITY

1. To monitor and evaluate the use of library resources and provision of library services, conducting user surveys and analysing the use of stock and resource in order to write an annual report to the Head of School about the Library's development and use.
2. To arrange students' participation in children's literary events and author visits. .
3. To promote the library and its resources within the school and wider community.
4. To develop networks with other library professionals.

### 3.5 OTHER

1. To assist with any other reasonable duties to ensure the smooth running of the library, as requested by the Head of School.

### 3.6 REVIEW

This job description will be reviewed and updated as necessary following the annual discussion about Library Development between the School Librarian and Head of School.