



Position	Librarian	Grade	Surrey Pay, PS5
Department	English and Literacy	Hours	32.5 hours per week
Line Manager	Head of English Faculty	Weeks per year	39 weeks (Term Time only)

Job Profile

Job Purpose

To promote the enjoyment of reading and encourage and support the reading activities of students both in and out of lessons.

To create and implement a technologically advanced reading and learning space which incorporates ICT, in line with the twenty-first century.

To play a key role in the teaching and support of pupils' information literacy and support the work of the Literacy Co-ordinator. To act as a co-educator by teaching students and staff the skills of information literacy within curricular contexts, particularly collaborating in the design and delivery of resource-based learning experiences.

To ensure that statutory, local education authority and School's policies and guidance in relation to the use of ICT are implemented and maintained.

Key Responsibilities

3.1 Management of Resources Centre

- (a) Supervision of library tasks and administration.
- (b) Management of the book stock, involving the collection of information and suggestions from departments and students on book and magazine requirements.
- (c) The selection and ordering of books.
- (d) The withdrawal of out-of-date and damaged book stock.
- (e) To organise and administer the annual stock check.
- (f) To create displays which promotes both National and one-off events and celebrations.
- (g) To update resources and develop on- line reading.

3.2 Support of Information Literacy

- (a) To develop and implement a library induction programme in conjunction with the English Faculty.

3.3 Promotion of Reading

- (a) To run the Accelerated Reader Scheme.
- (b) To organise Book Fairs, Readathons and other events in the Resources Centre.
- (c) To inspire and enthuse students to read widely.
- (d) To supervise students at break, lunch and after school and support them with their reading at this time.
- (e) To work with the Literacy Co-ordinator and the English Department on promoting reading.
- (f) To organise weekly Reading Group meetings and to run the Carnegie Shadowing Scheme annually.
- (g) To organise author visits and workshops.

3.4 Health and Safety

- (a) To develop and maintain relevant health and safety procedures and ensure that ICT users follow appropriate practice.
- (b) To ensure data protection policies are adhered to.
- (c) To follow and operate the School's internet access policy and associated ICT procedures, to ensure that students make appropriate use of their access to ICT and the World Wide Web.

3.5 Other

- (a) To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information in line with data protection legislation.
- (b) Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- (c) To ensure compliance with all School policies and procedures and continually promote and support the ethos of the School.
- (d) Participate in training and other learning activities and performance development as required.

Revision Date

June 2022

Employee Specification

Qualifications	
Five GCSEs or equivalent at Grade C/Level 4 or above including English and Maths	Essential
CILIP or equivalent qualification	Desirable
Knowledge and Experience	
Sound knowledge and experience of Microsoft Office applications	Essential
A desire to continue to develop own knowledge of children's and young adults' literature	Essential
Experience of working in an educational environment	Desirable
Experience of working in a library, resources centre or similar	Desirable
Knowledge of contemporary children's literature including the Carnegie Medal short-listed titles.	Desirable
Abilities and Skills	
Ability to plan and prioritise a range of regular and irregular tasks	Essential
Ability to deliver high levels of customer service	Essential
Ability to empathise and be positive with children and young people	Essential
Strong and effective written and verbal communication skills	Essential
Effective time management skills and ability to work under pressure	Essential
Strong organisational skills and attention to detail	Essential
Ability to work flexibly and to work effectively as a member of a team	Essential
A love of reading and enthusiastic in promoting others to read	Essential
Ability to design effective displays and to promote events and initiatives	Essential