



Head Librarian

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:

Support the management and operation of a major learning environment used by the whole school community. Under the direction of the Deputy Head, plan and deliver a reader development and information literacy programme that best supports the curriculum and school's wider educational aims and objectives. Develop and manage a comprehensive resource collection that best supports the teaching and learning needs of both pupils and staff.

Reporting: to:

Director of Teaching and Learning

Main Duties and Responsibilities:

- Develop and promote the role of the library in support of the curriculum and pupil needs.
- Promote reading and the enjoyment of reading in all forms, including planning an annual programme of events, author talks, competitions, and book promotions, plus help run extra-curricular activities, such as book clubs.
- Plan and deliver a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff, reinforcing these independent learning and critical thinking skills where appropriate.
- Support and advise staff and pupils in the selection and use of information resources to support their curricular and leisure needs, including taking book requests.
- Assist with making the library an attractive and accessible resource for all pupils and staff through the spaces, displays, events, guidance and publicity material.
- Promote and publicise the role of the library and its services provided to the whole school community, both in person and online, through the school intranet and social media.
- Take a lead role in supporting and developing the use of ICT within the Library, for communication, teaching and assisting pupils with their research and printing.
- Manage the Library budget, including the preparation of budget bids and estimates.
- Select, acquire, organise and manage the library print resources to support teaching and learning throughout the school.



ST BENEDICT'S SCHOOL

a minimis incipe

	<ul style="list-style-type: none"> • Oversee the cataloguing, classifying and processing of the library resources using the library management system (Accessit), plus maintain circulation functions, including book loans and overdue notices. • Develop and make accessible the library's eResource collection (in liaison with the ICT department), including on-line databases, newspapers, journals and e-books. • Supervise pupils using the library for reading and independent study, maintaining a welcoming and supportive atmosphere conducive to positive learning experiences and upholding standards of behaviour in line with wider school behavioural policy. • Ensure the library is appropriately staffed and managed at all times. • Train, supervise and manage library staff, undertaking staff appraisals and induct new staff as appropriate. • Recruit pupil library assistants, supervising and training them and rewarding their achievements • Monitor and evaluate the effectiveness of the service provided by the library and its impact on teaching and learning. • Participate in professional development activities and wider professional networks. • Have oversight of the Junior School Library.
Safeguarding responsibilities	Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or an equivalent library qualification 	<ul style="list-style-type: none"> • Accredited library and/or information qualification • Chartered membership of CILIP 	<i>Contents of Application Form</i> <i>Certificates</i>
Experience		<ul style="list-style-type: none"> • Previous experience in a School Library environment 	<i>Contents of Application Form</i>



ST BENEDICT'S SCHOOL

a minimis incipe

		<ul style="list-style-type: none"> • Previous teaching experience • Previous experience working with young people aged 11-18 	<i>Interview</i> <i>Professional References</i>
Skills	<ul style="list-style-type: none"> • Communication skills • ICT skills (Microsoft) • Research skills • Friendly and welcoming • Professional manner • Polite and helpful 	<ul style="list-style-type: none"> • Familiar with Accessit or other Library Management Systems • Teaching skills • Budget management skills 	<i>Contents of Application Form</i> <i>Interview</i> <i>Professional References</i>
Knowledge	<ul style="list-style-type: none"> • Experience and knowledge of appropriate literature for school aged pupils • Experience and knowledge of appropriate digital and non-digital resources for school aged pupils 	<ul style="list-style-type: none"> • Knowledge of school environment • Knowledge of developments in school librarianship • Knowledge of developments in education 	<i>Contents of Application Form</i> <i>Interview</i> <i>Professional References</i>
Personal competencies and qualities	<ul style="list-style-type: none"> • Customer-orientated • Proactive & forward-thinking • Flexible & a team player • Confident and articulate • Well organised and able to meet deadlines • Ability to prioritise and delegate • Organised, accurate and logical • Honest, trustworthy and reliable • Commitment to professional standards 		<i>Contents of Application Form</i> <i>Interview</i> <i>Professional References</i>