

## **Vacancy details for School Librarian**

Reporting to: School Business Manager

Terms: Permanent, term time (39 weeks) plus 5 additional days

Hours of work: Monday-Friday 8.00am-5.00pm

Salary: £competitive

Start date: As soon as possible

## **Overview of the school**

Marylebone Boys' School is a Free School academy which opened in September 2014. We have c600 boys in Years 7-11 and 150 male and female students in our Sixth Form.

An inner-city academy, with a cohort of c50% Pupil Premium students, we are academically rigorous school with an emphasis on good behaviour, commitment to learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Expectations are high for all students. Those who need extra help are supported and expected to achieve their full potential. We have a newly opened special resource provision for boys with autism in one of our two brand-new air-conditioned buildings in the heart of the prestigious Paddington Basin area, right opposite the station.

Our motto is “studio et industria”, which can be translated as “through application and hard work”.

All staff have access to an on-site gym, cycle and tech schemes, subsidised lunch, and a generous defined-contribution pensions scheme.

We follow safer recruitment practices and appointments are subject to a satisfactory Enhanced DBS.

## **Purpose of the Role**

As a professional Librarian, you will be responsible for the development and management of the school's library, as well as curating a comprehensive range of titles for all students aged from 11 to 19.

## **JOB DESCRIPTION**

- To be responsible for the day-to-day management of the school library service and the administrative routines necessary for an efficient and effective as well as safe library environment.
- To optimise the use of ICT both in library management and as an information resource.
- To develop the library as an area which empowers, enables and supports students through the implementation of the library policy, to become resourceful, adaptable and confident members of society.
- To work with the Literacy Co-ordinator to develop and implement the school's information skills and literacy programmes.
- To work with the EAL Lead to develop and support student's vocabulary development and improve the writing of students with EAL.
- To promote and facilitate national celebration events such as World Book Day, National Poetry Day etc.
- To promote reading for pleasure and to raise the profile of reading through the running of Book Clubs or after-school clubs in conjunction with the Literacy Coordinator.
- To be responsible for developing the library as a Learning Resource Centre which provides a variety of appropriate resources geared to the curriculum which assists and enriches the learning process and encourages independent learning skills.
- To keep abreast of developments within the management of Learning Resource Centres and to undertake training and development as required and disseminate appropriate information.
- To manage overdue book reminders and procedures.
- To have a clear overview of the library finances and be responsible for drawing up an annual budget with the School Business Manager, monitoring expenditure.
- To develop and maintain a staff development library with the Assistant Head responsible for staff development including Early Career Teachers.
- To organise and promote before & after school and break & lunchtime clubs in the Learning Resource Centre.

- To work with sixth form students in support their independent research projects.
- To carry out pupil and staff induction sessions during the beginning of each academic year.
- To undertake such other duties which lie within the postholder's competence and contribute to the learning environment within the school, which may be required from time to time.

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	5 GCSEs including English and Maths at C or above and two A-Level grades or equivalent.	Degree in librarianship or information management; or work-based training and CILIP qualification  First Aider
<b>Knowledge, Skills and Experience</b>	Secondary school experience Experience with the full MS Office Suite. Knowledge of computerised library management systems or a willingness to learn Knowledge of the use of I.C.T. as a learning resource Highly organised and administrative competence. Good knowledge of children's' and young adults' publishing and the ability to enthuse young people about reading for pleasure.	An understanding of school administration
<b>Attributes</b>	Flexible and happy to work in an environment of change and growth. Able to work independently and within a team. Open and willing to be trained further to develop your knowledge and experience of this role. A good sense of humour. Enjoys working with students in the 11-18 age profile.	

### **Application process**

- The deadline to apply for this role is 8.00am on Wednesday 14 August 2024.
- Complete the application form fully, including the separate supporting statement (maximum 2 pages).
- The school cannot consider CVs due to safer recruitment processes.
- Send your applications to [jobs@maryleboneschool.org](mailto:jobs@maryleboneschool.org) or apply via the TES.
- Contact us if you would like more information about the school or the position on [jobs@maryleboneschool.org](mailto:jobs@maryleboneschool.org).

### **Interview process**

- Candidates will be invited for interview during the w/c 19 August 2024.
- The interview process will include an interview and a series of tasks to complete.
- We will only contact candidates who the school would like to interview.
- We will inform all invited candidates of the outcome of their application and offer feedback to those who are unsuccessful.
- We will only interview candidates who provide two satisfactory references in advance, of whom one must be your current Headteacher if you are currently working in a school.