



JOB TITLE: Junior School Librarian

RESPONSIBLE TO: Deputy Head Academics

Key Responsibilities:

- Support students and make sure that are aware of and have access to website resources.
- Have inter-personal skills to liaise with all teachers to ensure that the correct up-to-date books are shelved in the library.
- The post holder must be aware of the sensitivity of text and age range.
- They should also be responsible for the budget and associated administration.
- Have an awareness of Library Ethics, the rights of intellectual property and support students to enable them to be aware of the consequences of plagiarism.
- Review the Library Health and Safety report and update when necessary.
- The library system must be kept up-to-date.
- Responsible for adding and deleting books and barcodes as appropriate.
- Students must be notified, via the library system, about overdue books. So, if the candidate is familiar with the library computer system that will help.
- Maintain discipline within the library to ensure an atmosphere conducive to reading
- Provide oversight, and support for a librarian assistant.
- Work with academic staff to develop a programme of activities in the library both within and outside of the school day.
- Liaise with Heads of Departments to ensure stock provision meets curriculum needs.
- Instruct students in the skills required to make full use of the library both in structure lesson time and informally, on a day to day basis.
- To have a working knowledge of pupils' NGRT results and work proactively with these to help to ensure that any negative gaps between chronological and reading age are reduced.
- To support the various reading programmes and interventions throughout the school.
- To support more able learners in their acquisition of higher order reading skills through supporting them in choosing appropriately challenging texts.
- Attend meetings as required by the Head of Junior School.
- Communicate with local book vendors and arrange book fairs for the whole school.

Pastoral responsibilities:

- To show an active interest in each child's personal and domestic circumstances and to foster the personal and social development of each student in your care.
- To actively promote the social, moral and cultural ethos of Repton school.
- To create an atmosphere of support by being aware of, and fully complying with, all the school polices, including the Code of Conduct, School Rules, and the Anti-Bullying Policy.
- The library to be an additional safe place for pupils who need it.
- To be familiar with all the school's policies on Health and Safety and be proactive in ensuring the safety of all members of the school community at all times.
- To always promote exemplary behaviour and a responsible attitude amongst all pupils.
- To be aware of and act upon all policies regarding the safeguarding of children

Approved by:	
Date approved:	
Reviewed:	
Signature of the employee:	