



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

LEAD LIBRARIAN
£25,887 per annum Scale 6 Point 26
35 hours per week
Full Time/Permanent

Drayton Manor is a heavily oversubscribed and successful school in West London. We are looking to appoint a professional and energetic person to further develop the School Library in line with the school's curriculum needs and educational aims and objectives. You will be responsible for managing a small team of staff, working closely with teaching staff to support and guide students using the Library resources.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk.

For further information and an application pack for the post, please visit the Job Vacancies section of the school's website. For any further queries please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12 noon, Tuesday 15 January 2019

No agencies, faxes or CVs





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

POST TITLE	Lead Librarian
GRADE	Scale 6 (Range 26-28) Hours of Work: 35 hours per week
RESPONSIBLE TO	Administration Manager/SLT Member
CONTACTS	All staff, students, parents, School Library Service
JOB PURPOSE	To manage and organise the School Library and to be responsible for its efficient maintenance, development and coordination within the school and National Curriculum

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To deliver an efficient and well maintained School Library service in line with the school's curriculum needs and educational aims and objectives and to monitor the effectiveness of the School Library
- To promote the development of reading and literacy skills for information and recreation and to coordinate a whole school environment which encourages reading for pleasure
- To formulate and implement, in consultation with senior staff, Development Plans and policies for provision of library resources to support curricular, personal and recreational activities within the school
- To lead and work with all relevant staff to ensure that Library resources are developed and regularly updated
- To ensure all relevant staff receive up-to-date training
- To develop and implement library skills programmes including Year 7, 10 and 12 induction and effectively manage the library resources so that they can be used to maximum potential by both staff and students

- To manage and organise the selection, acquisition, organisation, promotion and maintenance of books and non-book resources to cover the full age and ability range of the school's community and to ensure an equality of opportunity for all students and staff
- To instruct, guide, assist and support students and staff with the selection of information when undertaking assignments and to advise on the suitability and availability of resources
- To manage study groups during the school day, lunchtime, before and after school
- To instruct and assist students and staff on how to effectively use IT resources in the Library
- To manage library budgets, making full use of capitation to satisfy future needs of curriculum and in accordance with Development Plans, including the preparation and submission of bids to relevant parties eg PTA for any available funds
- To participate in curriculum and student developments and attend relevant meetings where appropriate
- To liaise with the School Library Service to ensure that appropriate materials are obtained and full use is made of advisory service and in-service training
- To train and support library and clerical staff in computer aided and general administration of library, work experience trainees and student librarians
- To promote the use of the library through displays and bulletins and external events
- To effectively manage behaviour and standards within the library throughout the school day and ensure that an environment conducive to learning is maintained
- To effectively communicate and liaise with relevant staff/parents to ensure that behavioural incidents are acted upon
- To carry out other duties and responsibilities, of a similar nature and at a similar responsibility level to those described above which may be allocated from time to time



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PERSON SPECIFICATION

POST TITLE LEAD LIBRARIAN

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Minimum of two A Levels including English Language• Relevant Library qualification such as NVQ Library and Information Studies or Level 2/3 equivalent	<ul style="list-style-type: none">• Degree or equivalent in relevant subject (such as library and information studies)
Experience	<ul style="list-style-type: none">• Experience of leading a team• Experience of working with young people• Experience of delivering library and information services• Evidence of relevant administrative experience in Development Planning• Experience of handling budgets• Awareness of current issues relating to library and information services• Experience of a range of IT applications including the use of internet, email and online resources	<ul style="list-style-type: none">• Previous experience of working in a school environment• Marketing skills to promote reading and literacy skills• Experience of leading a small team
Ability/Skills	<ul style="list-style-type: none">• Ability to communicate effectively with students, staff and parents• Ability to support students individually and in groups to instruct, advise and give guidance on suitability and availability of resources• Ability to share a knowledge of and enthusiasm for books, reading and learning• Ability to work with teachers on developing initiatives to support students with their reading and learning• Good interpersonal skills• Evidence of good organisational skills	

Equal Opportunities	<ul style="list-style-type: none"> • Ability to promote and support the school's Equal Opportunities Policy 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Disposition	<ul style="list-style-type: none"> • Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • To be interested in young people as individuals, in how they learn and be committed to the comprehensive ideal • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department • Evidence of commitment to and understanding of collective responsibility 	