

Job Title	Librarian
Date	November 2023
Department	English
Reports to	Head of Faculty - English

Purpose of the Role

The post holder will assume responsibility for the management of the library, including managing resources, budget, and stock control. They will work with key Heads of Faculty and Departments and teaching staff to provide a rich and vibrant environment to engage and motivate students both within and outside their curriculum lessons. The library at Ackworth is a place of learning and enjoyment and the successful candidate will play a vital role in maintaining this culture and thinking of innovative ways to increase the number of pupils who use and access it.

A key feature of this role will be ensuring the library provides a range of reading and reference materials, ensuring students can access materials to support, enrich and extend their learning, interests, and knowledge. They will establish, maintain, and develop a vibrant learning environment where students can read and study independently and/or in small groups including pre-school pupils from Coram House. Additionally, it is also incredibly important that this includes providing and increasing opportunities for students across the ability range (e.g., SEND, EAL).

The English department at Ackworth use the library as part of their curriculum with all KS3 pupils taking part in a reading lesson once a week. This therefore means that the successful candidate will become an integral part of developing that curriculum using research-informed approaches to support developing or reluctant readers. This will include supporting the English department with running any targeted intervention or small group learning.

Departmental Information

The English department is comprised of a Head of Faculty and two classroom teachers who all work closely with the librarian and the resources offered within the library itself. The librarian will partake in faculty meetings when necessary to ensure that all staff within the department have the same vision for the library and implement that vision with a strong sense of collective responsibility.

Main tasks and responsibilities

Library Management

Monitor and manage the resources within the library to ensure that pupils have the best offer of excellent quality books which appeal to a wide range of interests.

Implement and maintain administrative systems that reflect best practice. This includes the classification and recording of all resources and the dissemination of information relating to those resources to pupils and staff as appropriate.

Ensure robust systems are in place to maintain resources for current and future pupils

Attend specified staff meetings to enable the Librarian to raise and discuss relevant issues, maintaining the high profile of the library across the school.

Support for Staff and Students

Work closely with the Head of the English faculty to develop and enrich their reading lessons by identifying resources and/or approaches that will be of use to them and their teaching staff.

Work very closely with the teachers of English to provide highly personalised reading intervention and booster sessions to support students reaching and exceeding their chronological reading age.

Assist teachers in the delivery of reading lessons by ensuring that equipment is prepared and organised.

Assist teachers and key intervention staff by supporting students to access and use the library with confidence and assist them with reading and developing their enjoyment, ability and love of reading.

Produce reports and data for the Head of English Faculty regarding progress of students with their reading when necessary, at specified points in the year using an in house system.

Create interesting displays on current affairs and topics.

Promote good reading practice and effectively engage reluctant readers.

Support out of hours learning through the support and facilitation of clubs and societies.

Person Specification	
Educational Attainment and Qualifications	
<p>At least NVQ3 or equivalent qualification or experience (E) At least 5 GCSE A*to C/9-5 to include English and Maths (E) NVQ4 or equivalent qualification or experience (D) Relevant Degree/specialist educational qualification (D) Relevant librarian qualification (D)</p>	
Experience, Knowledge and Skills	
Essential	Desirable
<p>Significant experience of leading and managing learning and creative resources in this environment</p> <p>Ability to work effectively with students</p> <p>Experience of supporting pupils with an EHCP, additional needs or where English is not their first language.</p> <p>Full and up to date knowledge of best current practice</p> <p>The ability to work constructively with teaching and non-teaching staff and the Senior Leadership team.</p> <p>Knowledge, understanding and commitment to safeguarding and promoting the welfare of students.</p>	<p>Evidence of continued professional development relevant to the subject area</p> <p>Able to deliver appropriate training</p> <p>Knowledge of school MIS applications</p> <p>Experience of stock ordering and control</p>

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.