



## PLYMSTOCK SCHOOL JOB DESCRIPTION



<b>JOB TITLE</b>	Library Manager
<b>LOCATION</b>	Plymstock School
<b>HOURS</b>	37 hours per week x 40 weeks
<b>PAY GRADE</b>	Grade D – points 8-14 FTE Salary £22,777 - £25,409 Pro rata salary - £20,006.26 - £22,318.09
<b>ACCOUNTABLE TO:</b>	Director of Curriculum: Reading Development
<b>JOB PURPOSE</b>	Manage the operational process and day-to-day running of the school library. To possess a genuine love of literature partnered with the zeal, creativity and drive to inspire a reading culture that develops impassioned life-long readers

### Duties and Responsibilities

- 1 Support the school by managing, maintaining and promoting the school library.
- 2 Support teaching staff by identifying and buying quality resources for the library to deliver the National Curriculum
- 3 Develop and promote the role of the library in the school with an active engagement in diversity and equality issues
- 4 Support student learning by:
  - ◆ Promoting enjoyment of and excitement about reading to all students
  - ◆ Establishing skills for independent learning
- 5 Promote the effective and efficient use of the library and library resources
- 6 Select, order, maintain and withdraw library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues
- 7 Manage the school library budget ensuring the selection of resources and other learning materials.
- 8 Manage/Supervise the librarian and other library assistants
- 9 Supervise and train staff
- 10 Oversee the Library Management System ('Access it!') to catalogue books and other library resources; issue return and renew books; generate reports and ensure that an effective system is in place to recall library books, so ensuring no loss of stock.
- 11 Manage, develop and organise the library resources to ensure access to a more effective learning resource and information service with supports teaching and learning
- 12 Utilise data, such as NGRT/YARC outcomes, to support students' reading for pleasure.
- 13 To work with the Director of Curriculum: Reading Development to develop and support intervention work in English, across the school and across the Westcountry Schools Trust

### General Responsibilities

- 1 Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.
- 2 Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- 3 Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.
- 4 Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- 5 To assist with the production and analysis of regular reports on activity for use at management

meetings and feedback, as appropriate for the role.

- 6 To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- 7 To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

As this post meets the requirement in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure & Barring Service (DBS) check before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions whether spent or unspent. Criminal convictions will only be taken into account when they are relevant to this post.



**Plymstock School  
Person Specification  
Library Manager**

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>Qualifications:</b>			
GCSE English and Maths Grades 9-6 – A* - C	E	✓	✓
Attainment of Level 3 qualifications or equivalent (eg A Levels)	E	✓	✓
Professional qualification in librarianship / information management system	D	✓	✓
<b>Experience:</b>			
At least 2 years' experience in of working within a school library environment	E	✓	✓
Ability to quickly build a rapport with students as well as initiate ways to support young people in finding quality texts that supports both student needs and reading competence	E	✓	✓
Experience of self-evaluating learning needs and seeking learning opportunities	E	✓	✓
<b>Knowledge, Skills and Abilities:</b>			
Knowledge of contemporary and young people's literature	E	✓	✓
Able to work in a changing environment, be open to new ideas	E	✓	✓
Excellent communication skills to be able to develop open and constructive relationships with a wide range of young people and staff	E	✓	✓
An understanding of school roles and responsibilities and the position of the part time library assistants	D	✓	✓
Effective use of ICT and other equipment and resources	E	✓	✓
Use of SIMS	D	✓	✓
Confident self- motivated and reliable	E	✓	✓
Ability to relate to students in a pleasant, sympathetic manner and to recognise potential child safeguarding issues	E	✓	✓
Ability to advise and guide where appropriate	E	✓	✓
Ability to work as part of a team			
Interpersonal and communication skills with a range of stakeholders	E	✓	✓

First Aid Qualified*	E*	✓	✓
<b>Further Requirements:</b>			
Demonstrate willingness to take responsibility for continued professional development	E	✓	✓
Able to carry out the requirements of the post with reasonable adjustments where necessary.	E		✓
Awareness of and compliance with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection	E	✓	✓

### WeST Values-Based Behaviours:

<b>Compassion</b>
Recognising need in others and acting with positive intention to promote well-being and improve outcomes
<b>Aspiration</b>
Works to high expectations, modelling the delivery of high-quality outcomes
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence
<b>Integrity</b>
Acting always in the interests of children and young people,
Acting with a consistent and uncompromising adherence to strong moral and ethical principles
Communicating with transparency and respect, creating a working environment based on trust and honesty
<b>Collaboration</b>
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others
Building and securing value from relationships, developing self and others to achieve positive outcomes

\* Training can be provided