



**HIGHFIELDS
SCHOOL**

Boundary Way, Penn,
Wolverhampton WV4 4NT

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NOR 1680

SIXTH FORM 323

SCHOOL LIBRARIAN

Required as soon as possible

Grade 4 (currently £20,092 - £21,748) pro rata to term time working (44.5 weeks)

37 hours per week

12-month fixed-term contract in the first instance

We wish to appoint, at the earliest opportunity, an enthusiastic individual to support the provision and management of resources within our School Library and Learning Resource Centres (LRCs). The successful individual will assist teaching staff in implementing literacy programmes and developing a climate to promote and support reading for pleasure across the school.

Highfields is a successful and heavily over-subscribed school situated on the pleasant west boundary of Wolverhampton.

We offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- A broad, balanced and innovative curriculum
- Well-behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Excellent CPD at all levels

Should you wish to contact us for further information please email:

Miss N Hannon, Head of Communications Learning School – nhannon@hswv.co.uk

Closing date: Monday 27th September 2021

Interview: w/c Monday 4th October 2021

Please visit our website for more information about Highfields School

www.hswv.co.uk

Applications can be made through [TES](#)

This post is subject to an Enhanced DBS check and 2 very good references

Highfields School is committed to safeguarding and promoting the welfare of children and young people



HIGHFIELDS SCHOOL

Job Description

Post Title: School Librarian

Purpose: To support students' learning and their development into effective, independent learners and readers by:

- Providing expertise in resource and information provision and management.
- Supporting Learning Schools and their departments in resourcing at each Key Stage.
- Support teachers in the implementation of literacy programmes.
- Work in partnership with teachers to enable students to access literature and become independent lifelong learners.
- Developing a climate to promote and support reading for pleasure across the school.
- Promoting individual and independent learning through the use of the Learning Resource Centres (LRCs).
- Contributing to community engagement programmes and events.

Reporting to: Head of Communications Learning School

Responsible for: N/A

Liaising with: Heads of Learning School, Heads of Department, Teachers, Heads of School, SENCO, Lead Practitioners

Working Time: 37 hours per week

Salary/Grade: Grade 4 (Term time only – 44.5 weeks)

Disclosure level: Enhanced

Resource and Information Provision and Management

- Organise and maintain physical resources within the LRCs.
- Catalogue and label resources within the LRCs.
- Issue/renew/return books and other resources within the LRCs.
- Shelf books and maintain a tidy environment in the LRCs.
- Operate a daily booking system for the LRCs and specific equipment and resources.
- Produce overdue notices and operate the overdue process.

- Maintain appropriate signage to aid students and staff in locating resources.
- Organise the sale of resources such as books and stationery items.
- Train and supervise 'Young Librarians'.
- Be involved in the induction of students and staff to the LRCs to help locate, identify and access information.

Key Stage Resources

- Liaise with Heads of Department on the provision of information and resources through the LRCs.
- Provide Heads of Department with regular updates on information and resources.
- Organise the purchase and requisition of Key Stage resources for the LRCs.
- Provide LRC support for Key Stage activities and events.

Literacy

- Liaise with Teacher with Responsibility for Literacy in ensuring a high profile for Literacy across the LRCs.
- Provide book boxes and information packs for use in lessons.
- Contribute to Literacy events and programmes by organising the use of LRCs and LRC resources.

Climate for Reading and Independent Learning

- Ensure that books and reading have a high profile across the LRCs.
- Encourage students to read and talk to them about books.
- Create appropriate displays and maintain a welcoming environment in the LRCs.
- Maintain a calm atmosphere in the LRCs and ensure students behave appropriately.
- Promote reading through key events rewards and incentive schemes.
- Manage spaces, resources and equipment to support independent learning.
- Promote LRC based extra-curricular activities.
- Promote the development of reading and literacy skills for information, recreation and reading for pleasure by compiling book lists, arranging author/poet visits and celebrating literary events.

Staff Development

- Contribute positively to effective working relations within the school
- To undertake Performance Management Review.
- Take part in the school's staff development programme by participating in training and professional development activities.

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| Quality Assurance |
| <ul style="list-style-type: none"> • To implement and adhere to school quality procedures. • To contribute to the process of monitoring and evaluation in line with school procedures including performance criteria. • To contribute to the review of procedures and protocols. • Ensure all procedures and materials used are GDPR compliant. |
| Communications |
| <ul style="list-style-type: none"> • To communicate effectively with students and staff as appropriate • Where appropriate, to communicate and co-operate with persons or bodies outside the school • To follow agreed policies for communications in the school. |
| Marketing and Liaison |
| <ul style="list-style-type: none"> • Take contribute to the organisation of marketing and liaison activities such as Open Morning. |
| Management of Resources |
| <ul style="list-style-type: none"> • Ensure appropriate resources are in place for the efficient and effective daily operation of administrative support. |
| Other Specific Duties |
| <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. |

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:
Member of staff



HIGHFIELDS SCHOOL

SCHOOL LIBRARIAN PERSON SPECIFICATION

| QUALIFICATIONS | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---|-----------|-----------|------------------|
| NVQ or equivalent qualifications | ✓ | | Application Form |
| Chartered member of CILIP (Chartered Institute of Library and Information Professionals) or working towards | | ✓ | Application Form |

| EXPERIENCE | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---|-----------|-----------|--|
| Experience of working in a library, preferably in a school or college environment | ✓ | | Application Form Letter of Application References |
| Experience of working with children | | ✓ | Application Form Letter of Application References |
| A commitment to safeguarding and promoting the welfare of children | ✓ | | Application Form Letter of Application References |
| A knowledge of child protection issues | ✓ | | Application Form Letter of Application References Interview |

| SKILLS / KNOWLEDGE | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---|-----------|-----------|--|
| Knowledge of contemporary children's literature and links to the National Curriculum | | ✓ | Application Form Letter of Application Interview |
| ICT Literate with knowledge and understanding of relevant software for library management | ✓ | | Application Form Letter of Application Interview |

| SKILLS / KNOWLEDGE | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|--|-----------|-----------|--|
| Knowledge of Accelerated Reader and Star Reader | | ✓ | Application Form Letter of Application Interview |
| Literate and Numerate | ✓ | | Application Form Letter of Application |
| Able to communicate well with others | ✓ | | Application Form Letter of Application Interview References |
| Working knowledge of school procedures | | ✓ | Interview |
| Good organisational skills and attention to detail | ✓ | | References |
| Evidence of undertaking professional development | | ✓ | Application Form Letter of Application Interview References |
| Flexible approach to people and situations | ✓ | | Letter of Application Interview References |
| Ability to use own initiative appropriately | ✓ | | Interview References |

| OTHER | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---|-----------|-----------|-------------------------|
| Personal presence and high expectations | ✓ | | Interview References |
| Capacity for sustained hard work | ✓ | | References |
| Sense of humour | | ✓ | Interview |