

	<b>Role:</b>	School Librarian
	<b>Salary Scale:</b>	Scale - SO2 (35,217-£37,038) (Actual salary will be pro-rata to term time only)
	<b>Updated:</b>	20th July 2023

<b>Line Manager:</b>	TBC
<b>Supervision:</b>	TBC

<b>Specific Duties &amp; Responsibilities</b>
To establish, manage and develop a learning resource centre which supports and enhances the learning environment of the school and its pupils.

<b>Main Duties &amp; Responsibilities:</b>
<ul style="list-style-type: none"> <li>● To research and set up a well-resourced school library which will be an asset to Lister Community School, staff and students.</li> <li>● To be responsible for the day to day management of the school library and the administrative routines necessary for an efficient and effective as well as safe library environment.</li> <li>● To optimise the use of ICT both in library management and as an information resource.</li> <li>● To be responsible for developing the library as a Learning Resource Centre which provides a variety of appropriate resources geared to the curriculum which assists and enriches the learning process and encourages independent learning skills.</li> <li>● To develop, monitor and review a whole school library/Learning Resource Centre policy and development plan.</li> <li>● To develop the Learning Resource Centre as an area which empowers, enables and supports students through the implementation of the library policy, to become resourceful, adaptable and confident</li> <li>● Members of society. To manage and develop a constructive interface between the library, curriculum departments, outside agencies and feeder schools which raises the profile of the Learning Resource Centre and confirms its distinctive and central place within the school.</li> <li>● To develop and implement the school's information skills and literacy programmes</li> <li>● To manage the library/reprographics assistant, (and voluntary library helpers, readers etc.) and to identify training and development needs within the team through the staff appraisal process.</li> <li>● To keep abreast of developments within the management of Learning Resource Centres and to undertake training and development as required and disseminate appropriate information.</li> <li>● To have a clear overview of the library finances and be responsible for drawing up an annual budget, monitoring expenditure and liaison with departments over library resource allocations.</li> </ul>

- To develop and maintain a staff development library in consultation with the Middle Managers and Deputy Head responsible for staff development; to contribute to the programme for teachers (including NQT's); and to promote awareness of the resources available.
- To maintain a room booking system for the Learning Resource Centre during the school day.
- To organise, promote and run before & after school and break & lunchtime clubs in the Learning Resource Centre.
- To undertake such other duties which lie within the post holder's competence and contribute to the learning environment within the school, which may be required from time to time.
- To work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- To maintain high standards of professional behaviour and presentation.
- All staff are expected to take part in necessary training and staff development.

### **Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

### **Safeguarding Children**

Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.