**Job Description**

**Job Title: Librarian**

**Scale: B3 (point 18-21 £18,070 - £20,138) Pro rata**

**Actual salary £13,669 basic for 32.5 hours per week, term time only**.

**(subject to a 6 month probationary period)**

**Responsible to: Assistant Principal**

**Responsible for: Assistant Librarian and Student Librarians**

**Job Purpose**

To effectively manage the library on a daily basis, to include stock management, student supervision and provision of assistance to all library users.

To develop strategies to foster a love of literature and reading, including material beyond the examined curriculum.

**Responsibilities**

* Promote quality literature and authors, including the arrangement of appropriate author visits and other events that promote reading for pleasure.
* Ensure that the Library is multifunctional and a focal point for student learning.
* Deliver induction for new students providing an overview of the library and the resources.
* Provide a Department Improvement Plan.
* Manage library budgets and library stock.
* Be responsible for the research and purchase of resources that are current and reflect the needs of students and staff, investigating quality and value for money.
* Support, monitor and coordinate the roles and daily tasks of the Assistant Librarian and Student Librarians.
* Sustain a high level of personal professional knowledge and development and keep informed about current literature for young people.
* Ensure that the library supports all aspects of every student’s development by supporting the PSCHE programme, providing images for self-esteem and developing social skills through participation in library based activities.
* Download e-books, ensure security of and distribute e-readers.
* Maintain the library booking system.
* Be informed and proactive about current curriculum developments and objectives; liaise with Heads of Department to determine appropriate curriculum resources; promote available resources to relevant staff and students.
* Maintain the library management system. Catalogue and process new resources.
* Keep the library tidy and attractively displayed and ensure an inviting, stimulating and attractive learning space.
* Liaise with School Library Service, School Library Association, Softlink, local library and other organisations to maintain professional development and establish links.
* Welcome potential students and their parents during Open Evening, and other occasions.
* Liaise with outside agencies regarding Awards including Carnegie and Kate Greenaway Awards, Leeds Book Awards, British Comic Awards and The Stan Lee Excelsior Awards. Run readers group and graphic novel club to shadow awards.
* Provide support to English and other lessons in the Library.
* Support the educational aims and objectives of the school and ensure that the library contributes to learning and teaching.
* Promote engagement in reading by organising visiting authors to work with groups of students to motivate and encourage them to read.

**General**

* Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection.
* Support the wider administration team as required and undertake any other duties commensurate with the grade of the post.
* Perform other relevant tasks as directed by the Senior Leadership Team.
* Work in partnership with, and across, other The GORSE Academies Trust Academies as required.

The Morley Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.