

## School Librarian Job Description

**Responsible to:** Head of English

**Pay Scale:** 5      **Hours of work:** 23.75 hours per week, term time only

### **Main Purpose of Post:**

The School Librarian manages and operates a major learning environment used by the whole school to support teaching and learning. The School Librarian is responsible for the acquisition, organisation, dissemination and exploitation of resources appropriate to the learning needs of the all the students within the school.

### **Main Responsibilities of Post:**

- To provide a wide range of learning, recreational and research tools for both students and staff to support the educational aims and objectives of the School.
- To assist staff and learners to identify, locate and access the resources and information they need.
- To assist in the teaching of transferable information, learning and knowledge access skills, which are the core of independent lifelong learning (Induction lessons for Yr. 7 and continued support/reinforcement of research skills during research projects in all years).
- To purchase, manage and promote a wide range of resources (books, magazines and electronic resources). This is to support the information needs to support the curriculum and encourage reading for enjoyment.
- Manages the Learning Resource Centre as a study environment – liaise with Members of Staff re Research Projects – main users are currently English, Science and Understanding the World and SEN.
- Organise the participation of the LRC in school events i.e. Uniform Evening, Open Evening, PD Week Author Events.
- Maintain collection of professional materials for teachers
- Management responsibility of Assistant Librarian, Lunchtime Supervisors and Student Librarians
- Collaboration with outside institutions as appropriate e.g. feeder primary schools.

### **General**

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Headteacher appropriate to the remit.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

*The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.*

Signed ----- Date -----