



Executive Principal: Dr Dayo Olukoshi, OBE

Principal: Mr Jamie Brooks

Job Description– Librarian

This job description does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. As with all posts, the Principal will reserve the right to vary the precise responsibilities should the needs of the school change and opportunities arise.

Main Professional Responsibilities

- To provide expert advice and advice to students and staff regarding the resources in the library;
- To provide a user friendly classification of the books, which provides easy access for students;
- To manage books that are borrowed and returned, ensuring that overdue books are followed up appropriately;
- To support teachers during library lessons and after school interventions;
- Liaise and advise the English department where necessary, on new material that is being published;
- Be aware of the needs of departments, especially texts that may be used for GCSEs.
- Record stock levels and order resources as directed by leaders;
- To ensure professional knowledge and skills are up to date and participate in any professional development.

Administrative Responsibilities

- Undertake administrative tasks in relation to own work;
- Use Microsoft Office applications on a daily basis.

Requirements

- Degree level educated, preferably with at least an A-Level in English;
- A librarian qualification (Desirable);
- GCSE English and Maths at Grade C/4 or above;
- Experience of working with school age children (Desirable).

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values, ethos and vision;
- Work with others to support student development to secure outcomes.

Health, safety and discipline

- Promote the safety and well-being of students;
- Maintain good order and discipline among students.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of others;
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other staff.

Communication

- Communicate with colleagues, students, parents and carers, if and when required.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- To be committed to and involved in activities integral to the Trust's policies and duties;

- To promote at all times a positive image of people with learning disabilities and complex needs;
- To endorse the ethos and values of Brampton Manor Trust as an employee.

General duties and responsibilities

- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Principal and/or Board of Directors from time to time, up to or at a level consistent with the main responsibilities of the job;
- To keep linked senior staff fully informed of all matters that they are involved in and initiatives they undertake;
- To participate and attend meetings and training as appropriate including INSET days;
- To take an active role in own professional development in line with performance management objectives;
- To ensure confidentiality is maintained at all times;
- To work in accordance with all Academy procedures and policies, to adhere to the academy's professional code of conduct for staff and quality standards for all staff including smart dress code;
- To actively promote the achievement of a smoke free Academy;
- To actively support Academy initiatives.

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Person specification for working at Langdon Academy

Langdon Academy seeks to appoint staff who will have the following proven qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.

- The energy, dynamism and stamina to contribute fully to the life of a busy aspirational inner city school;
- Capacity for industry and initiative in both independent work and as part of a team of colleagues;
- Profound and continuing interest in supporting the needs of all students;
- Empathy with students across the age and ability range;
- Awareness and understanding of matters relating to the personal, social, health and emotional development of students at Langdon Academy;
- General knowledge of Child Protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure;
- Capacity to deal sensitively with problems raised by students, in line with Langdon's pastoral policies and sanctions system, working in partnership with Langdon's designated pastoral leaders and SLT;
- Ability to create an effective rapport and a sound relationship with students, earning their respect and trust, but maintaining proper professional boundaries;
- Willingness and ability to liaise effectively and professionally between students, staff and parents when required, making accurate records of these exchanges;
- Patience and thoughtfulness to see any issues that may arise with students, parents or colleagues from a variety of perspectives;
- The ability to de-escalate difficult situations using different strategies, in line with school policies;
- Retain a sense of perspective and, on occasion, the invaluable ability to laugh at oneself.