

WILMINGTON GRAMMAR SCHOOL FOR GIRLS

Parsons Lane Wilmington Kent DA2 7BB

Telephone: 01322 226351

# Job Description

Job Title: **Librarian (Maternity Cover) - 5 days per week (Term time plus 10 additional days) - 8-4pm**

Salary:  **Grade 7 actual salary £ 20,385-£23,963pa (FTE £23,107 - £27,163pa)**

Responsible to: **Deputy Head Teacher**

**Overall Job Purpose**

* To manage and oversee all matters relating to the smooth and efficient operation of the school library, taking responsibility for the acquisition and management of library materials and the development of the library as learning resource centre in accordance with school’s curriculum and educational policies.

**Main duties and responsibilities include:**

* To promote awareness of the library resources and services to encourage maximum use of the library as a centre for learning.
* To promote the development of reading and literacy skills for information, creation and reading for pleasure.
* Advise senior management and other colleagues on policies for the provision of learning resources across the curriculum.
* Support the educational aims and objectives of the school, and monitor the effectiveness of the Library’s contribution to learning and teaching
* Mediate between learners and resources to enable learners to identify, locate and access the information they need.
* Lead the teaching of transferable information, learning and knowledge access skills which are the core skills of independent lifelong learning.
* Manage and promote a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them.
* Promote the development of reading and literacy skills for information and recreation and take a lead in creating a whole-school environment which encourages reading for pleasure
* Manage a study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces
* Enable teaching staff to maintain a high level of awareness of professional development and relevant resources through the provision of appropriate professional materials and information

**General Duties:**

* Contribute whole-heartedly to the organisation and running of enrichment activities and to the wider aspects of school life, drawing on your own interests and enthusiasm.
* Understand and comply with the school’s Safeguarding Policy and its requirements to safeguard and protect the welfare of students.
* Work collaboratively with the whole staff team to play a part in delivering the school’s ethos and culture.
* Be willing to occasionally visit other local schools within the MAT to share good practices and resources.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the above list of duties is not exhaustive.

# Person Specification

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| **Area** | **Essential** | **Desirable** |
| Education and Qualifications | * Educated to A level standard with GCSEs including Science, Maths and English
* Have an awareness/knowledge of Health & Safety at Work
 | * Degree level, or professional librarianship qualification
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| Knowledge, skills and experience | * Experience of working in a library or similar environment
* Ability to work to tight deadlines and be flexible in supporting other staff.
* Keen interest and passion for the education of young people and the ability to contribute more widely to the life and community of the school
* Ability to work effectively as part of a team as well as independently.
* Ability to communicate effectively with students and establish a good working relationship
* Ability to organise own time to ensure that resources are available when required
 | * Experience working in a school environment
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| Special aptitudes | * A passion for reading
* Understanding of children’s reading levels
* Able to encourage reluctant readers and challenge able readers
* Positive attitude and the ability to prioritise effectively
* Excellent analytical and communication skills
* Must have the upmost integrity as well as high levels of motivation and commitment.
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This post is subject to an Enhanced DBS check (with Barred List)

As a Trust we strive to promote a culture and working environment which embraces individual acceptance, respect and inclusion.