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| Trinity Academy Sowerby Bridge  Job Description | U:\Finance & HR\HR\PRIVATE\MAT\MAT site\SB_logo.png |
| Job Title:  | Librarian |  |
| Job Scale:  | Scale 5 (Points 22-25)37 hours a week. Term time plus 5 days. |  |

**BASIC JOB PURPOSE**

* To be responsible for the effective running of the academy’s library/learning resource centre.
* To be accountable for the library resources and the promotion of the library as a vibrant learning resource.
* To work with teaching staff to develop the use of the library across the curriculum.
* Advise and guide students in their choice of reading materials.
* Support accelerated reading programmes, as directed.

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| **Reporting to:**  | Leader within English department |
| **Responsible for:**  | N/a |

**Main Responsibilities**

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| **1** | To be responsible for the day to day running and organisation of the library provision and resources, ensuring the library is stocked with relevant and engaging texts and the space is managed to promote reading and literacy to students.  |
| **2** | Establishing effective systems for classifying, cataloguing, indexing etc. |
| **3** | Maintain an electronic booking system for the library and resources. |
| **4** | Acquire and maintain stock, as directed, keeping up to date with trends in learning and new texts for young adults. |
| **5** | Support the curriculum and curriculum leaders to enable them to proactively use the library to deliver the curriculum, including accelerated reading programmes, to students. |
| **6** | To ensure that the library is an engaging, purposeful learning space, accessible to students and staff. |
| **7** | Work with all relevant staff to research, select and promote new resources and engaging materials. |
| **8** | Make effective use of ICT to support and develop students’ learning as directed through alternative technologies and resources. |
| **9** | Compile indexes, bibliographical information and resource packs for use by students and staff. |
| **10** | Promote and assist in the organisation of whole academy literacy events as directed. |
| **11** | Promote and encourage the library as a centre for independent learning, during lesson time and out of hours. |
| **12** | To provide information and advice to students and staff on the use of the library resources and events/ schemes |

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| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the academy Trust, students, parents and staff
* To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role
* To work at locations across the academy Trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
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| **PERSON SPECIFICATION** |
| **Job Title: Library Assistant** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * a good standard of education including English and Maths (qualified to Level 2)
* evidence of experience in an similar role
* experience if using IT systems, applicable to this context.
* a love of reading

  | * At least 5 or more GCSE’s including English and Maths at grade C or above (or equivalent)
* experience of working in a school environment (understanding of safeguarding and Child Protection issues)
* relevant librarian qualification
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| **Knowledge & Understanding** | * some understanding of trends in literacy and awareness of reading choices for young adults
* understanding of filing, storage and indexing procedures
* knowledge of MS Office (Word, PowerPoint, and Excel)
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| **Skills & abilities** | * ability to communicate and negotiate effectively to a range of audiences (internal and external) through strong inter-personal, written, oral and presentation skills
* adaptability to changing circumstances/ideas
* able to work independently and as a team member and apply given instructions
* thinking skills, to creatively anticipate, identify or resolve problems.
* able to apply written and verbal instructions
* able to organise, plan and complete tasks
* able to work in a school environment, around children and young people
* seek support and advice when necessary
 | * negotiate and consult fairly and effectively
* deal sensitively with people and resolve conflicts
* able to develop and maintain effective communication systems
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| **Personal Qualities** | * adaptability to changing circumstances/new ideas
* reliability and integrity and a commitment to confidentiality
* high personal standards and able to provide a role model for students and staff
 | * determination to succeed and the highest possible expectations of self and others
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