

# PRIMARY SCHOOL LIBRARIAN

## JOB DESCRIPTION

### Primary Objective of Role

The primary purpose of the Librarian is to manage the day to day running of the Library in Primary, ensuring effective services to students and staff, in line with Doha College Vision, Mission and Core Values.

### Accountability and Responsibilities

#### Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students
- Promote, through motivating, challenging and supporting, a purposeful, disciplined, reflective, and thriving High Performance Learning environment, which aims to raise student expectations and self esteem
- Promote equality and enable the educational and social inclusion of all students
- Exhibit genuine passion and belief in the potential of every student
- Be aware of and have a commitment to equal opportunities for all
- Demonstrate warmth, humour and total commitment to young people
- Encourage student voice to promote the Vision, Mission and Core Values of Doha College
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

#### Main Duties

- Develop and manage the library in order to foster a love of reading for all students. This will involve developing the physical space as well as developing a culture reading.
- Oversee the issue and discharge of books and other materials, including the preparation and despatching of overdue letters.
- Participate in Library professional organisations and activities (i.e. membership, conference, meetings and group discussions, book fairs, seminar- workshops, etc.) to keep abreast with the current trends of Librarianship.
- Establish productive working relationships with children, acting as a role model and setting high expectations.



- Promote the inclusion and acceptance of all children.
- Encourage to interact and work co-operatively with other and engage all students in activities.
- Support the use of IT in learning activities and develop students' competence and independence.
- Help all students to access resources.
- Contribute to the overall ethos, work and aims of the school.
- Support staff with topic specific books that will enrich student learning.
- Creating, Checking and tidying resources, maintaining a well organised working environment.
- Implementing school policies.
- Be prepared to undertake further professional development.
- Take part in the performance development process and meet formally with Line managers to review agreed targets.
- Contribute to the planning cycle, alongside the teachers.
- Any other duties required, within the scope of the post.

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check.

## Diversity, Equality and Inclusion (DEI)

Doha College is committed to a culture of equality, diversity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.

## PERSON SPECIFICATION

### Key Requirements

#### Qualifications

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| • G.C.S.E. (or equivalent) grade C or above in English and Maths | Essential |
| • Relevant Professional Qualification                            | Desirable |

#### Experience

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| • Experience of working in an administrative role, ideally in a school or customer-service driven environment. | Desirable |
| • Experience managing or working in a learning resource centre or library.                                     | Desirable |
| • Experience of working with Primary children  | Desirable |



## Skills, Knowledge and Abilities

- Excellent interpersonal and communication skills (written and verbal) Essential
- Ability to engage children in reading and help to foster a love of literature Essential
- A knowledge of children's literature and a willingness to keep up to date with new releases Essential
  
- Team-player, who is flexible to take on any task assigned Essential
- Excellent command over written and spoken English Essential
- Must be able to prioritise and plan work activities as to use time efficiently Essential
- Must be organised, accurate, thorough, and able to monitor work for quality Essential
- Ability to deal with students, parents, staff and visitors in a calm and courteous Manner Essential
- High level of accuracy and attention to detail Essential
- Adept in the use of Microsoft applications and databases (Particularly Library specific software) Desirable
- Positive approach to problem solving Essential
- An understanding of how ICT can be used effectively to motivate children to learn Desirable
- Highly organised and calm under pressure Essential
- Sensitive, caring and responsive to the needs of young people Essential
- Ability to work constructively as part of a team Essential
- Flexibility in terms of meeting the identified needs of the school community Desirable
- Committed to self-improvement, staff development and contributing to team Improvements Desirable

