

Thames Learning Trust

Librarian

Responsible to:	Head of Department – English
Salary	Level 4 (8-12)
Hours & weeks	30 hours per week (10.00am – 4.30pm), Term Time only plus One Inset Day

Main purpose of the job

To manage, develop, promote and evaluate the effective learning resource and information service, which supports learning and teaching across the school. To supervise homework club on a daily basis.

Main Areas of Accountability

- To organise and manage the resources within the library, issuing books to students and return books to shelves ensuring resources are clearly organised and accessible
- To maintain library stock, including collections of relevant newspapers and digital resources such as e-books, online databases or other learning platforms where applicable
- To administer the library administration, including the automated library system, to maintain pupil borrower records and other statistical records, management of requests and reservations and notification of overdue books and to produce reports on library usage where required
- To assist students in making effective use of the library and other information sources by advising them on the selection and use of books or other resources and the use of the library catalogue and other information retrieval systems including supporting the development of information literacy and research skills
- To manage the library budget in line with Trust parameters and support the effective procurement and cataloguing of new resources
- To assist teachers in selecting books and other learning materials to resource the curriculum and be an active participant in library lessons supporting curriculum enrichment and literacy development across subject areas
- To organise events and activities to promote reading and encourage library use including author visits, themed displays and reading initiatives
- Recruiting pupil library assistants, supervising and training them accordingly and supporting them in developing responsibility and leadership skills
- Monitoring and evaluating the effectiveness of the service provided by the library and its impact on Teaching and Learning
- Promoting reading and the enjoyment of reading in all its forms, including encouraging students to read through competitions, reading groups and National events such as World Book Day.
- Developing and maintaining links with other libraries and relevant organisations (eg SLS, county education advisers, public library services, universities, colleges and museums) to support resource sharing and enrichment opportunities

- Supervising students using the library for independent study and maintain a welcoming supportive atmosphere conducive to positive learning experiences while ensuring appropriate behaviour and adherence to school policies
- Supporting whole-school literacy initiatives and reading strategies in collaboration with teaching staff and senior leaders
- Ensuring the library environment is inclusive, accessible and reflective of the diversity of the school community

Other

- The post holder will be expected to carry out all duties in the context of and in compliance with all the Trust policies
- To be willing to undertake training as necessary
- Acting as a role model for students
- Being responsible for maintaining a clean and tidy environment
- To promote the use of the library as a suitable venue for meetings and various displays
- To be aware of and acting upon relevant Trust policies and in particular those associated with Child Protection/Safeguarding children and Health and Safety issues
- Any other tasks that may be necessary to the post

Other

Duties may be subject to change in order to meet the operations of the Trust.

Confidentiality

During the course of employment, you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Safeguarding Children & Health and Safety

Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory references, enhanced DBS clearance & social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.