



SAINT MARTIN'S  
*Catholic Academy*

# Librarian



Candidate Information Brief



Dear Candidate

Thank you for taking the time to find out more about Saint Martin's and the possibility of working at our school. Saint Martin's is an exceptional academy set in beautiful grounds in the historic village of Stoke Golding. We are hugely ambitious for all our pupils to achieve both academically as well as morally, socially and spiritually. We believe that, with application and effort on the part of students, allied to high quality teaching from staff, all pupils can achieve academically. We were founded by the Dominican Order and the values of compassion and service, allied to uncompromising standards still underpin the work we do.

If you decide to apply for the position, please complete and return a support staff CES application form and a covering letter before the closing date to the Mrs Trotman (rtrotman@saint-martins.net). Please mark the envelope FAO Mrs R Trotman, PA to the Principal.

I am particularly interested to know why you think that you would be suitable for this post, so please make sure that this information is included as part of Section 8 of the application form.

Please note, no further communication will be made until shortlisted candidates are invited for interview.

In the meantime, we wish you well.

Yours sincerely

**Mr C Wright**  
**Principal**

# Job Specification



**Job Title:** Librarian

**Responsible to:** Vice Principal i/c Pastoral

**Salary:** 36 hours per week. 8.00am – 4.00pm, 4 days and 8.00am – 5.00pm, 1 day.  
39 weeks - £16,891

## Job Purpose

To lead the strategy for the development of an innovative Library community which is:

- Integrated into the life of the whole school;
- Reflective of its aims and values;
- Supports and installs a love of literature and reading with pupils;
- To produce a monthly Press releases for the local papers or community based news sheets on relevant events that might take place in school.
- Manage the School and Library Councils

## Key Roles

Manage, maintain and promote the role of the Library in the Academy:

- develop and review a Library Development policy and plan, in collaboration with SLT
- liaise with Heads of Departments with regard to their requirements and recommendations
- promote new titles, e.g. classics, to all staff via Heads of Departments
- encourage all staff to make use of the Library
- assist staff to select books for students
- work alongside teachers to promote and support reading for pleasure
- ensure that the Library plays an integral role in supporting learning, and that students have access to a variety of resources (from print to digital)
- be aware of and practice within equal opportunities policies and principles and health and safety regulations. Seek to prevent accidents and report these to the designated person in the Academy
- be aware of and practice according to the Child Protection Policy
- train and develop students to support the activities of the Library
- undertake other duties than can reasonably be expected of and are relevant to the post, i.e. Careers Fair, Open Evening, Christmas Fayre

**Ensure that the Library is equipped with an up to date range of relevant resources of books, compatible with the Library budget:**

- Develop a purchasing strategy
- Research new titles, select stock according to the collection development policy and order through suitable sources
- Monitor relevance and condition of present stock; weed as necessary
- Maintain a cataloguing system; check for consistency and add details of new stock with subject and genres
- Monitor the Library budget

**Contribute to raising standards of students' achievement:**

- Develop the Library as an attractive and accessible place in the Academy
- Ensure a constantly updated and refreshed series of displays and the 'like' which promote reading and enjoyment of books
- Take an active role in developing events and activities to promote reading and learning resources. This may include, author visits and themed events, e.g. Readathon, 'World Book Day/Week', Scholastic Book Fair.
- Induct students to the Library systems and coordinate class visits to the Library
- Develop the Accelerated reading project for Year 7 and targeted students
- Monitor individual students' use of the Library
- Supervision of students, as required i.e. Homework Club, private study, break times Councils (and the management of students' behaviour).
- Provide core book lists supporting the development of study skills, evaluate students' use of the Library and its resources and the support it provides for homework and wider reading
- Provide effective management of Library volunteers by giving formal and on the job training to ensure an enthusiastic and proactive service at all times
- Maintain confidentiality in accordance with Academy expectations and adhere to/maintain Academy policies, routines, codes of conduct and support the ethos of the Academy
- Attend meetings, exhibitions and conferences for continued professional development
- Liaise with other schools and other professional librarians
- Chair the Library Council/Library Committee
- Promote, monitor and evaluate the Library's contribution to school improvement
- Review the Library policy at least once a year
- Inform SLT, Governors and parents of Library developments
- take responsibility for the Academy's Library presence on the Academy website and to manage the Library content on the website
- Attend staff meetings, planning sessions and other activities as required, held outside normal school hours but not beyond the total working week
- Liaise with parents/carers (as directed).
- Utilise social media to promote new books and library activities.

Development of the Library's quality services by participating in the organisation and delivery of reading sessions, displays and Library activities for students aged 11-16 years of age, for example:

- Effectively support the development of the Library to support teaching and learning, literacy activities and study opportunities for students
- Provide support for teachers and support staff in relation to the use of the Library to support learning
- Provide advice for staff in relation to resources which are available to support particular topics
- Undertake routine administrative tasks

- Have an up-to-date understanding of the responsibilities of this post and of good practice in relation to this area
- Maintain school discipline in the Library.
- Be available for work in line with the requirements of the post and attend Staff training days
- Understand the roles and responsibilities of others within the Academy.
- Organise and promote career resources

**Post holder will have an in-depth knowledge and understanding of the requirements of the post and of processes and procedures. Will be able to plan and co-ordinate their own activities and deal with routine matters independently.**

### **Qualifications/Experience**

GCSE in Maths, English and ICT preferred

Desirable: Level 3 Diploma in Library, Archives and Information Services

### **Skills Required**

- strong ICT skills;
- interpersonal, listening and language skills, including the ability to interact with a range of people;
- written and verbal communication skills;
- enthusiasm and the ability to motivate yourself and others;
- ability to work effectively as part of a team
- a flexible and adaptable attitude to work;
- the ability to prioritise your work and meet deadlines;
- good presentation skills;
- versatility;
- the ability to think logically;
- organisational and self-management skills.

### **Personal Qualities**

- Be able to relate well to both children and adults and be sensitive to their needs
- Be trustworthy and discrete maintaining confidentiality
- Be able to establish clear boundaries
- Have a good sense of humour
- Have empathy with students, especially those with learning difficulties
- Be patient
- Be able to work sensitively with colleagues and a range of professionals and students
- Be able to take direction but be prepared to take initiative when required
- Be committed to own professional development

## Special Factors:

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school
- (b) This post is subject to a check being carried out at an Enhanced level by the Disclosure & Barring Service (DBS) regarding any previous criminal record.

## Other

This post is subject to an enhanced Disclosure and Barring Service check.

The job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

