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| **Post Title:** | **Librarian** |
| **Job Purpose:** | To manage and maintain the learning resource centre for the benefit and support of student learning and staff continuing development.  To provide a relevant service meeting the needs of teachers, students, governors and the whole school community.  Help students make the most effective use of resources to assist teaching and learning. |
| **Responsible to:** | Vice Principal |
| **Responsible for:** | Leading delivery of a professional, inclusive and customer-focused library service, responsive to the information and learning needs of students and staff.  Administration |
| **Liaising with (Working Relationships):** | Teachers  DOL English  Principal  Leadership Team  MAT Librarians  Warwickshire Library Service  External agencies |
| **Hours of Work:** | Term time only plus INSET days |
| **Grade and Range of Post:** | MAT grade F |
| **Current Base:** |  |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | To actively raise the profile of reading and the importance of literacy throughout the school.  To lead on the implementation of any literacy programmes within the school.  To support students in the use of technology in reading, including e-readers. To lead on the strategic direction of the Library in a technologically rich learning environment.  To promote and maintain a safe and healthy environment and to ensure that all Learning Resource Centres are conducive to learning.  To lead the strategy for the development of an innovative Library community which is integrated into the life of the whole school and meets the needs of young people in the 21st century. |
| **Operational Planning:** | To proactively engage with Directors of Learning and their teams to support the teaching and learning resources in shaping the library collection in support of the School’s changing curriculum requirements, responding to the learning needs of staff and students.  To ensure that all users receive a timely and appropriate induction to Library and Learning Resources services and facilities. |
| **Service Provision:** | To lead on the authoring of Operating Plans and the Self Evaluation processes of the Library and Learning Resources within the wider context of the School improvement strategy, to create and maintain an outstanding service for staff and students.  To contribute to the range of extra-curricular activities by engaging in initiatives which add value and enhance the quality of the learning experience.  To manage student behaviour in the Library and Learning Resources Centres to ensure high standards are maintained in line with School Policies and Procedures, for the benefit of all users.  To plan and teach regular lessons to pupils on reading and research.  To arrange pupil’s participation in children’s literary events and author visits.  To provide guidance and assistance to pupils and staff on information retrieval and reading materials. |
| **Service Development:** | To maintain service levels through the monitoring of standards through a process of self-evaluation, stakeholder feedback and market research.  To liaise with other MAT Librarians to ensure a high quality library and develop networks with other library professionals.  To ensure that Library and Learning Resources Centres comply with current legislation (i.e. Intellectual Property Rights, Health and Safety Law and the Disability Discrimination Act) |
| **Staffing and Staffing Development:** | To participate in appropriate CPD, and actively engage in the Midland Academies Trust appraisal process.  To be committed to ongoing professional development |
| **Recruitment / Deployment of Staff:** | N/A |
| **Quality Assurance:** | Plan and oversee a programme for monitoring and evaluating library services and performance, including user surveys and statistics on stock and usage. |
| **Management Information and Administration:** | To maintain accurate records of the library stock using appropriate industry standard software.  To ensure all students and staff have library records and can access the service.  Support any SIMS administration as required. |
| **Communications:** | To attend all meetings identified by the Principal, Vice Principal and Business Manager and communicate the MAT vision effectively at meetings – both internal and external |
| **Marketing and Liaison:** | To ensure that the library is marketed effectively both internally for student use and externally to raise the profile of the library and reading, through regular press releases in liaison with the MAT press officer. |
| **Management of Resources (Other than People):** | To manage the library budget and effective deployment of library resources.  To monitor the Library and Learning Resources budgets, taking responsibility for Library resources and the maintenance of the School’s asset registers.  To manage the library space to enable bookings for classes or other activities as required.  Responsibility for the safe use and safe keeping of Trust resources |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To provide First Aid within the Academy  To support students with medical conditions as required.  To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the Academy Trust’s Performance Management Policy.  Perform any other reasonable duties as requested by the Principal and Business Manager |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | July 2019 |