**Job description**

**Librarian**

**Key responsibilities of the post**

* To establish and maintain an outstanding library which is central to the academic provision of LAE Tottenham.
* To co-ordinate the Extended Project Qualification and build a whole school reading culture (academic and reading for pleasure).
* To act as a key member of the year 13 team, supporting students with university applications and offering pastoral support.

## Specific tasks to achieve the above

**Library management**

* Developing and managing the learning resources in the Library in the context of an exciting expansion of LAET library services.
* Ensuring that successful study happens in the Library and other study areas.
* Ensuring that the Library is central to learning at LAE Tottenham.
* Working with all stakeholders to promote and develop the Library and its resources.
* Act as a curriculum resource adviser and provide academic support to teachers.
* Use selection tools/ review journals to keep informed about current literature for pupils.
* Organise efficient procedures and systems for delivery of library services including in a remote learning environment.
* Select and continually review resources to support the information needs of the school, particularly in relation to university admission and careers.
* Employ strategies to maximise access to print and electronic resources/information services.
* Ensure that the Library is multifunctional and a focal point for student learning.
* Manage library budgets and build library stock in conjunction with lead teachers.
* Coordinate displays, special events and activities to support learning and academic literacy.
* Develop and document library policies, goals and objectives and evaluate them on an on- going basis according to changing school needs.
* Work closely with the IT team to ensure high standards of equipment and delivery of ICT as a tool for teaching and learning in the Library.

## Research skills/ reading culture

* Co-ordinate and oversee delivery of the EPQ in partnership with the Assistant Head (Academic) and all subject teachers.
* Teach library / research skills classes as required: specifically, to Sixth Formers undertaking the Extended Project Qualification.
* Deliver training to EPQ supervisors and undertake moderation to ensure consistency of standards.
* Prompting subject teachers to develop research-based learning tasks.
* Supporting individual students in their research.
* Identifying exemplary activity in this area (for example, in partner schools and universities) and bringing best practice to LAE Tottenham.
* Support students in the use of a range of resources and technologies including use of the Internet.
* Promoting a love of reading and research, by leading initiatives on reading and research which invite increasing use of the Library.

## Year 13 support

* Offer guidance to pupils with their UCAS applications, including personal statement drafts.
* Support the Year 13 team with processing UCAS applications.
* Celebrate the progress of student UCAS applications in clear communications.
* Act as a core member of the year 13 pastoral team to support the progress and wellbeing of our students.

## Additional responsibilities for all support staff

* Leading or supervising sports, volunteering and arts sessions as part of the school’s weekly enrichment programme.

## General responsibilities of an LAE Tottenham member of staff

* To promote a culture of aspiration for all of our students.
* To be supportive and understanding of the differing needs of young people.
* To play a full part in the CPD programme, including prior to the start of the academic year.
* To take part in evening and weekend events as appropriate
* To model intellectual rigour and a can-do attitude.
* To support an atmosphere of openness and honesty.
* To care for all other members of the school community.
* To show a genuine passion for social mobility.

## Other clauses

* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly may be subject to modification or amendment at any time after consultation with the holder of the post.
* This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
* This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.
* The postholder may deal with sensitive material and should maintain confidentiality in all school related matters.

## Recruitment and Selection Policy Statement

The School’s governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are committed to equality and proactively seek to recruit a diverse staff body.

**Person Specification**

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| **Essential professional criteria** | **How these will be confirmed** |
| **Qualifications**  Educated to a degree level  Excellent literacy skills | Sight of original qualification certificates |
| **Knowledge and experience**  Previous experience of working in a busy library environment  Previous experience of engaging and supporting learners | There will be opportunities at interview to  discuss experiences and examples that  demonstrate these  References will also ask about aspects of these |
| **Personal Attributes and Qualities**  Enthusiasm for promoting literacy and reading  Enthusiasm for, and ability to develop, reader initiative  Enjoyment of working with young people  Strong communication skills  Ability to prioritise tasks and to be able to show initiative  Tidy, organised and methodical  A high degree of personal drive and motivation, and a commitment to the vision of LAE Tottenham  A strong role model for academic learning  Energy, drive and determination  Excellent IT skills  The behaviour management skills to  ensure that there is always a focused learning environment in the Library An awareness of the central importance of safeguarding | There will be opportunities at interview to  discuss experiences and examples that  demonstrate these  References will also ask about aspects of these |
| **Desirable professional criteria** | **How these will be confirmed** |
| **Qualifications**  Library qualification (BA or MA level)  A qualified First Aider | Sight of original qualifications will be requested |
| **Knowledge and experience**  Experience of report writing (for example, the writing of strategic documents)  Librarian experience within an educational setting  Understanding of the Extended Project Qualification  Knowledge of the UCAS process/ progression to Higher Education | There will be opportunities at interview to discuss experiences and examples that demonstrate these |

**Terms and Conditions**

**Salary**

**Salary**

£30,000pa (£35,000 full-time equivalent).

**Reporting to**

The Assistant Head (Academic).

**Location**

London Academy of Excellence,Tottenham, Haringey, London.

**Type of position**

This is apermanent position working full-time hours (40 hours per week), term-time only plus two weeks.

**Hours**

Normal working hours for this role are Monday - Friday 9:00am-6:00pm with an unpaid lunch break of one hour, term-time (37 weeks) plus two weeks. Evening and weekend working may sometimes be required, especially when an event is running and these hours must be agreed in advance with your line manager; overtime will be paid at the standard rate for any hours worked.

**Holidays**

The salary will include an element for statutory paid holiday entitlement. It is expected that all leave entitlement is to be taken during the school holidays.

**Pension**

You will be auto-enrolled into the Local Government Pension Scheme upon appointment. You may choose to ‘opt-out’ of the scheme but only after you have been auto-enrolled by LAE Tottenham.

**Smoking**

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or students during working hours.

**Equality and diversity**

LAE Tottenham is committed to being an equal opportunities employer and we seek to recruit a diverse staff body. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

**Data protection**

All members of staff must comply with LAE Tottenham’s Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our Sixth Formers, these concerns must be reported immediately in accordance with the policy.

**The London Academy of Excellence Tottenham is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.**

**September 2021.**

**Close date:** 26 September 2021.

**Interviews:** First stage 5/6 October 2021with second stage the following week.

To submit an **Application Form**, please visit the Vacancies page on LAE Tottenham’s website.