

Job Description			
Job Title:	Librarian	Job Category:	Support
Hours of Work:	36 hpw 40 wpy	Grade:	BEX07
Responsible to:	Head of English and SLT		
Functional Links with:	Teaching staff, pupils, parents, suppliers and outside agencies		
Main Purpose of the Job:			
<p>To provide strategic direction for the Library.</p> <p>To be responsible for the administration, management and daily operation of the Library ensuring a range of resources and programmes are available to meet a variety of differing needs.</p> <p>To work alongside and in conjunction with other key staff – particularly the Line Managers and staff in the English Department – in the ongoing development and sustainability of the Library.</p>			
Major Duties & Responsibilities:			
<p>The Library: Purpose, Promotion, Influence and Impact</p> <p>Purpose:</p> <ul style="list-style-type: none"> • To encourage in pupils a life-long love of reading • To ensure pupils across the age and ability spectrum are enabled to access the Library as a resource tool • To implement and maintain administrative systems that reflect best practice. This includes: <ul style="list-style-type: none"> ○ the classification and recording of all resources and ○ the dissemination of information relating to those resources to pupils and staff as appropriate • To ensure robust systems are in place to maintain resources for current and future pupils <p>Promotion:</p> <ul style="list-style-type: none"> • To ensure the Library remains central to the life of the school, a range of promotional schemes are used including but not exclusive to: quizzes, competitions, local and national programmes, external speakers and book awards • To utilise tools such as the digital signage, display, school’s newsletter, email and other devices to promote Library events and activities • To encourage pupils to use the Library through alternative routes such as lunchtime and themed clubs (eg Lego Club) • To encourage pupils to continue with reading through the use of rewards processes <p>Influence:</p> <ul style="list-style-type: none"> • In consultation with direct Line Managers and other senior staff, formulate and implement a library policy that reflects the educational aims and objectives of the school 			

- To engage with a range of appropriate stakeholders to ensure the selection, acquisition, promotion and maintenance of books and digital resources covers the full age and ability range of the school
- Ensure printed and digital resources demonstrates equality of opportunity for all pupils and staff
- To lead pupil assistants in supporting the development and positive promotion of the library and its purpose

Impact:

- Develop and produce a Library Improvement and Development plan. This may be in alignment or in conjunction with the English Department I&D plan
- To plan and oversee the organisation and management of the Library and maintain appropriate records and statistics
- Inside the English budget, to effectively manage the allocation associated with the library, ensuring best value for money
- To maintain and strengthen links with Post 16 provision to ensure engagement with students in the Sixth Form. (This could include supporting HPQ & EPQ)

Core Curriculum Links: Engagement with English and Literacy

- Supporting the provision of Library lessons in Years 7 to 9, enabling pupils to understand and access the resources effectively, appropriately and with increasing skill
- Making sure pupils are given the requisite tools to understand how to research, evaluate and access knowledge that is accurate
- Promoting an understanding that digital literacy is central to learning and awareness of the world in which they live
- Ensuring pupils are equipped to understand and determine which tools are most appropriate in each learning environment
- Administer, support and engage with the development and integration of reading schemes that promote and improve pupils' reading skill and age

Curriculum Links: Subject Support

- To liaise with subjects and other leaders to maintain the breadth of resource; this includes specific areas such as careers
- To contribute to the development of the curriculum and advise on the availability, suitability and use of appropriate printed and relevant digital resources
- To deploy the resources provided in support of the school curriculum

Wider Involvement: Schools, Local Provision & Services and Networking

- To engage with Trust Primary Schools, enabling staff in these schools to access appropriate promotional materials
- To liaise with local and national networks as appropriate to facilitate sharing of dialogue and resources

Last Updated By:

DPA/RMR/LFE

Date:

17/12/2020

Person Specification	Essential / Desirable
Qualifications	
At least NVQ3 or equivalent qualification or experience	E
Excellent Numeracy/literacy skills – equivalent to at least NVQ Level 2 in English and Maths.	E
NVQ4 or equivalent qualification or experience	D
Relevant Degree/specialist educational qualification	D
Experience	
Significant experience of leading and managing learning and creative resources in this environment	E
Skills & Abilities	
Ability to work effectively with students	E
The ability to work in close harmony with teaching and non-teaching staff and the Senior Leadership team.	E
Knowledge & Understanding	
Full and up to date knowledge of best current practice	E
Evidence of continued professional development relevant to the subject area	D
Personal Attributes	
Ability to inspire trust and confidence	E
The ability to enthuse and inspire others	E
Ability to engage and motivate pupils	E