

Librarian Job Description

<u>Job Title:</u>	Librarian
<u>Directly Reporting to:</u>	The Director of English
<u>Banding & Salary:</u>	FTE £37,173 pa – Actual salary £31,993. pa
<u>Hours & Weeks PA:</u>	37.5 hours a week – 39 weeks per year
<u>Responsible for:</u>	Library

Overall Job Purpose:

The library is the heart of the school's learning community, with the potential to have a great impact on the educational outcomes of young people. As the librarian at The John Roan School your main purpose will be to manage, develop, and promote a love of reading within the library. In addition, we see a key role of the librarian a to drive the improvement of literacy across the school by working with the inclusion team to develop the reading skills of specific groups of children.

The library sits right in the centre of the main school building, representing the central role it plays in life at the school. Students use the library keenly during break and lunchtimes, while various projects and initiatives at the school and in our local community are run through the work of student 'community librarians'. There is also a further library in the Sixth Form building at Maze Hill, providing more academic texts for post-sixteen learners as well as a study space for them to work in.

We are enthusiastic about the role that the librarian at the school will have in fostering that love of reading for all students as well as developing literacy for key groups and students. We are looking for a passionate, enterprising candidate who will continue the work of the previous librarian as well as taking initiative in developing the massive potential of the library within the school.

Responsibilities:

Within the library:

- Select, organise, promote and maintain book and non-book materials to cover the full range of ages and abilities of the school community within the agreed budget.
- Ensure the library provides a suitable and welcoming atmosphere conducive to study and Reading for Pleasure.
- Creating and implementing a policy for the Library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school's disciplinary code.
- Promoting and publicising the services provided by the Library to the whole school community.
- Exploiting every opportunity for own professional development, maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
- Developing and maintaining links with other libraries and relevant organisations (e.g. SLS, county education advisers, public library service, universities and colleges and museums).
- Plan and implement library-based learning opportunities/lessons for students.

Literacy across the school:

- Work alongside the school's literacy lead to further promote literacy within the school such as assisting with allocation of reading groups and recommendations of books for the whole school reading programme.
- To run clubs and activities for students to promote literacy within the school for all levels of readers.
- Keep up to date with relevant research and findings on literacy skills, and how best to support students with this need, both academically and socially.
- Regularly review and analyse data to support appropriate selection of interventions.
- Provide feedback to students, colleagues and parents concerning students learning and behaviour.
- Work closely with the Literacy Learning Coach to support students' needs.
- To plan and lead literacy focused interventions.

Performance Development:

- The librarian will attend safeguarding training and other relevant Continuing Professional Development on training days.
- The librarian will meet weekly or bi-weekly with their line manager, being professionally coached to support them progress and develop in the role.
- As part of United Learning, the librarian will have opportunities to network with those in similar positions in other schools, including visits where appropriate.

School Policy:

- Promoting and complying with United Learning Trust's Equal Opportunities Policy in the opposition to and the eradication of all forms of discrimination and ensure that services are accessible to all users.
- Ensure that all duties and responsibilities are carried out in accordance with United Learning Trust's Health & Safety at Work Policy
- Be aware of and comply with policies and procedures relating to child protection, health, safety & security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and goals of the school.

Child Protection:

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by ULT and the School's safeguarding policy.

This job description is an illustration of the duties and responsibilities of the position. The post holder may be required from time to time to carry out other reasonable requests and duties as required, consistent with the responsibilities of the grade. As the school and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible. The school expects that the post-holder will recognise this and will adopt a flexible approach to work.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.



Librarian Person Specification

CRITERIA	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Degree and /or Diploma in Librarianship accredited by CILIP (Chartered Institute of Library and Information Professionals)	X	
5 GCSE's including grade C in English and Maths	X	
KNOWLEDGE AND EXPERIENCE		
Experience of working in an Academic Library	X	
Experience of working in School environment	X	
Experience of school library filing systems	X	
Experience of general clerical duties	X	
Confident public speaker		X
Use of Microsoft suite (including Excel)		X
Confident and accurate use of Microsoft Office	X	
Decision-making skills and the ability to solve problems, prioritise workload and work on own initiative	X	
Good organisational ability with a systematic and methodical approach	X	
Excellent communication skills with an ability to communicate with a range of staff, pupils and parents	X	
High standard of literacy and accuracy	X	
Confidentiality	X	
Attention to detail	X	
SKILLS, BEHAVIOUR AND QUALITIES		
Confident	X	
Excellent timekeeper	X	
Positive work attitude	X	
Commitment to the ethos of the School	X	
Enjoys challenges	X	
Have creative energy	X	
Flexible approach to work	X	
Ability to work under pressure	X	
Smart in appearance	X	
Outgoing personality	X	
Approachable	X	
Professional	X	