# Librarian

**Job Title:** Librarian

**Responsible to:** Head of English

All staff should be committed to the Academy and EMA Trust purpose to provide a relentless focus on great leadership and management and outstanding teaching. The EMA Trust is committed to support the academy leaders, teachers and support staff to be the best they can be.

**Purpose**

Manage, develop and promote the library. To ensure that the library caters to the needs of as many students’ as possible with a focus on reading.

**Main (Core) Duties**

* Creat a vibrant, fun and appealing environment where reading is promoted, celebrated, supported and enjoyed.
* Promote reading for enjoyment at every opportunity at all levels.
* Plan and organise a wide range of activities, competitions and events that promote reading to staff, students and the community.
* Manage Library assistants and student librarians.
* Manage day to day activities in the Library ensuring the centre is adequately staffed at all times during the academy day and beyond.
* Work with the English department to secure improvements in reading ages of weaker readers across the academy.
* Ensuring all main national and iinternational events are appropriately advertised and promoted in the Library.
* Ensuring the Library provides effective curriculum support and that extended reading to support all curriculum areas is readily available.
* Establish effective communication between all academic departments, students, community and leadership.
* Lead accelerated reader sessions to promote quizzing and reading at key stage 3
* Star/Accelerated Reader
* Promote the use of Accelerated Reader as a tool to improve reading across the academy.
* Be an administration of Accelerated reader, producing and collating data for Lead Teacher and RWC coordinator.
* Organise and run Accelerated Reader competitions.
* Liaise with the School Library Service and other external services.
* Co-ordinate the procurement of new books and resources appropriate to the needs of Northampton International Academy staff and students.
* Monitor and evaluate the effectiveness of library provision and the impact of Accelerated Reader and other initiatives to improve reading.
* Contribute to the Academy Improvement Plan and Self Evaluation process as appropriate.
* Indexing, classification and cataloguing of all library resources.
* Ensure a high standard of promotional and display material in the Library and across the academy to promote reading.
* Guide students on effective use of library resources.
* Guidance to teachers on professional reading, locate and catalogue a professional library.
* Staff training on the use of the library.
* Perform an induction lesson for all Year 7 students and Year 12 students.

**General**

* Contribute to the overall ethos/work/aims of the academy.
* Establish constructive relationships and communicate with other agencies/professionals.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as appropriate.
* Participate in training and other learning activities and performance development as required.
* Participate in the Academy’s performance management programme.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.