

KESTEVEN AND SLEAFORD HIGH SCHOOL

JOB DESCRIPTION

LIBRARIAN

Permanent: Full time: 39 weeks a year

Salary: Grade: S4:18-20 £18,070-£19,430 (Pro Rata £16,530-£17,774)

Responsible for:

- Overseeing the school Library.

Key purpose of Job:

- To manage the school Library and all students' use of it.

Responsible to:

The Subject Leader for English

Hours of Work:

36.5 hours per week, 09.00-17.00 every day except Friday 09.00-16.00 with half an hour lunch break each day though these hours may be negotiable for outstanding candidates.

Contract:

39 weeks per year (to include term time and 5 additional days worked on staff inset days or in the school holidays). Additional time worked by agreement will be given as time in lieu.

Duties:

Library Management and Administration

- In consultation with the Subject Leader for English and other senior staff, formulate and implement a Library policy that reflects the educational aims and objectives of the school and produce a School Library Development Plan.
- To plan and oversee the organisation and management of the Library including the financial management of the Library budget.
- Manage the day to day activities of the Library to ensure an effective and efficient service is available to students and staff during hours of opening.
- Maintain all aspects of the organisation and development of the Library including selection, ordering, preparing, maintaining and organising appropriate stock, equipment and materials.
- Provide students with assistance and supervision in the use of learning materials held in the Library.
- Perform clerical duties specific to the Library by ordering stock, typing/word processing, letters memos, lists etc.
- Keep all relevant notice boards in the Library attractive and informative.
- Formulate and implement policy on the use of ICT within the Library, manage the ICT area in the Library and liaise with ICT Technicians accordingly. Assist and supervise students and staff in the use of ICT in the Library and monitor student use of the Internet.
- Arrange materials for effective retrieval including the systematic classification, cataloguing and amending of all resources including an annual audit of stock and maintaining Library statistics; the dissemination of information relating to those resources.
- To supervise and control the Library and be responsible for the implementation of Library rules – including the supervision and discipline of students and Sixth Form using the Library.
- Liaise with curriculum areas to ensure that there is appropriate access for staff and students to relevant and motivational learning resources, including up to date ICT resources and facilities.
- Attend and hold meetings with relevant staff to identify current and future resource requirements.

- Classify, catalogue, issue, store and retrieve all allocated resources in the LRC (with the support of a RCT Librarian if required).
- Manage and maintain the Library Management System including, records of stock, issues and usage.
- Work closely with the Librarians in other Robert Carre Trust schools.
- Provide administrative support to the school office/senior team when necessary.

Promotion of Independent Learning and Literacy Skills

- Support and supervise students in their learning, promoting independent learning and individual development.
- Lead a team of student Librarians.
- Regularly produce promotional materials for students, parents and staff and liaise with outside agencies and speakers in the organisation of events.
- Promoting reading and other Library activities by preparing booklists, displays, talks, book fairs and other appropriate activities, including liaison with external agencies and sources of information.
- Be responsible for the operation, supervision and, where appropriate, the delivery of Library activities e.g. homework club, homework sessions, reading groups, Library induction lessons, follow up Library use reinforcement lessons, Library skills lessons, scholastic book club, one-to-one reading sessions etc.
- Liaison with teachers/subject areas regarding new Library resource, curriculum changes, closures and general Library notices and information. Work with and support teaching staff in exploiting and developing the use of the Library's resources throughout the school.
- Ensure that all students have access to the Library and are able to use the facility confidently and effectively and to provide an environment in which students can practise techniques of enquiry and research.
- Supervise student Librarians and Sixth Form helpers, prepare rotas and train them in Library skills.
- Liaison with external agencies including, School Library Association and RCT School Librarians.
- Supervise staff attached to the Library to undertake Library related duties.
- Compilation of Library reports to the Executive Head Teacher, senior leadership team and Governing Body.
- Provision of appropriate literacy activities for primary school outreach, as required.
- Organise events to promote reading and the use of the Learning Resource Centre throughout the academic year.
- Provide support for whole school events.
- Celebrate student achievements by writing for the school newsletter.

Ensure compliance with and implementation of all school policies and procedures.

Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that any changes of a permanent nature shall be incorporated into the Job Description.