

### JOB DESCRIPTION

<b>JOB TITLE</b>	Librarian
<b>DEPARTMENT/SECTION</b>	Library
<b>REPORTS TO</b>	Head Librarian
<b>LINE MANAGES</b>	Pupil librarians

### JOB SUMMARY

Forest School is seeking a professionally qualified and/or experienced librarian to join our Senior School team.

The successful candidate will work closely with two professional librarians and a library assistant to deliver library and information services to more than 1,150 pupils aged 11 to 19 as well as teaching and support staff.

The ideal applicant will have a passion for, and good current knowledge of, children's and young adult fiction; experience working with young people and/or in an academic environment; and a creative, flexible approach to promoting reading for pleasure.

For an informal chat about the position, please contact Head Librarian Mr Emerson Milford Dickson. More information can be found on our website (<https://www.forest.org.uk/senior-school/academic-curriculum/library/>).

### KEY DUTIES AND RESPONSIBILITIES

- Supervise pupils and positively manage behaviour, in accordance with Library guidelines and in line with the Library's service level statement and disciplinary procedure
- Create and maintain an inviting and purposeful environment where Y7-Y13 pupils can work, learn or participate in any school-related initiative, individually or collaboratively
- Provide information retrieval, evaluation and management support and guidance to pupils and staff, via scheduled inductions and on an ad hoc basis
- Develop the Library's contribution to literacy and information skills programmes both within and beyond the School, and inspire and enthuse pupils to read widely
- Select, acquire, organise and maintain Library resources, within budget, under the supervision of the Head Librarian
- Organise and promote activities and events that stimulate innovation, inform and inspire pupils, staff and the School community through a range of media and technologies, in liaison with relevant co-curricular staff, teaching staff, and external bodies
- Provide technical support for printing and photocopying to pupils and staff and in the use of common ICTs and applications
- Use the LMS (Oliver) to issue and discharge books and equipment, to add records and catalogue new items, and to perform maintenance as and when required
- Carry out appropriate duties, both clerical and professional, as part of the Library team

## GENERAL REQUIREMENTS – ALL STAFF

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors

## HOURS OF WORK

- **Term time:** The library is open between 7.20am & 6pm daily during term time. The post holder will be required to work a 40-hour week (eight hours per day plus a half-hour break). Lunch (a hot dinner or 'grab & go' options) is provided for all staff.
- **School holidays:** The post holder will be required to work for four weeks (20 working days) during school holidays. Out of term hours are 8.30am to 3:30pm.
- **Required attendance:** As part of the contracted hours, the post holder will be required to attend School events including Open Day, Summer Open Evening, and INSET training days. Please note that time in lieu and additional payment will not be offered for these days.

## SAFEGUARDING

The post holder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS);
- Complete Child Protection Training; and
- Promote and safeguard the welfare of all children and young persons for whom they are responsible with whom they come into contact.

## FOREST SCHOOL'S POLICY AND PROCEDURE

The post holder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If the duties and responsibilities of the post holder should change over time, the job description will be reviewed and amended in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.