**Crown Hills Community College**

**JOB DESCRIPTION**

 **Librarian**

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| This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. |
| **Reporting directly to:** |  |
| **Liaising with:** |  |
| **Overall Purpose:** | * To ensure that the College/School Library and are used effectively and are used to enhance the pupil’s learning and literacy skills.
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| **Major Objectives:** | *These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural, Diversity, Social Justice, Environmental Quality and Economic Prosperity.* * Integrating of the library and its services into the life of the whole school.
* Collaborating with the English Faculty and others in the design, delivery and quality assurance of literacy programmes or resources for specific projects.
* Facilitating online reading assessments (low-stakes quizzing and high-stakes testing) through Accelerated Reader (AR). (Therefore, familiarity with AR is desirable.)
* Providing administrative support to the English Faculty and arrangement of school events and trips insofar as they relate to literacy in particular and a wider reading culture in the school in general.
* To regularly assess/update and provide the College/School Faculties with the Library resources they need to meet their curriculum, education and literacy requirements.
* To provide support to students and teachers in the use of the library resources.
* To encourage the use of library material and ICT resources in developing the College/School students’ interests and abilities and to raise awareness of the Library’s facilities.
* To ensure that the Library stock is kept up to date and in good condition, in accordance with the appropriate policy and procedures.
* To ensure that the Library inventory and reference/index systems are accurate and up to date.
* To ensure that the Library areas are prepared and suitable for appropriate teaching or student sessions and any other library activity.
* To ensure that the College/School Behaviour Management standards are maintained in the Library areas.
* To implement and promote the College/School and Leicester City Council’s policies and procedures relating to all areas of employment and service delivery.
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| **Summary of job tasks:**  | *The tasks listed are, generally, only those taking at least 10% of the post holder’s time.** Undertaking and following specified administrative procedures and processes in a professional manner.
* Arranging various events to promote literacy in particular and a wider reading culture in the school in general including World Book Day.
* Organising school-wide reading competitions.
* Maintaining a staff library of resources relevant to their professional development as teachers.
* Manages the School/College Library including appropriate books, magazines, papers, documents, media, equipment and other material resources.
* Devises, updates and maintains the Library’s inventory and referencing/indexing systems, including catalogue.
* Orders new stock and checks deliveries and invoices.
* Assists Teachers and Pupils to find and use the relevant material, books, media etc.
* Organises and oversees after-school clubs, revision, homework sessions and special promotional events using the Library’s resources.
* Creates display and distributes promotional material.
* Researches topic areas on behalf of staff and makes information/material available e.g. Internet Sites, Television Programmes, etc.
* Liaises with ICT staff and equipment suppliers on the proper use/function of Library’s ICT and other equipment.
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| **B. Creativity Required** | * Creating and maintaining an attractive and stimulating reading environment in the library.
* Encourages reading and the uptake of Library/resources area services, and promotes the Library/resources area.
* Creates displays, posters, flyers, wallboards, visual systems, communication passports, symbols/books on a wide range of topics.
* Devises a slide show for the TV screens at various points in the dining room to promote the Library/resources area.
* Puts on DVDs for the children to watch in the Library/resources area to encourage interest in reading the book from which they originally came.
* Works on projects e.g. new Library/resources are Management System, refurbishment of the Library/resources area.
* Promotes the Library resources area, keeping it high profile and encouraging its use.
* Engages with students and interprets varying needs and requirements.
* Works with class teachers and participates in giving book talks.
* Keeps up to date with literature recommending materials as appropriate to projects or curriculum.
* Organises book fairs in conjunction with suppliers.
* Teaches information literacy skills to students.
* Organises bookings for the Library.
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| **Contacts:**  | * Liaising appropriately with stakeholders both in and out of school e.g. external agencies such as Creative Learning Services (CLS).
* Works with pupils and staff providing information/advice about books and material resources, etc.
* Will contact parents to retrieve overdue books.
* Works with Public Library children’s team, Extended Schools and Community Agencies etc. e.g. for relevant materials, arranging open days and visits, promotions, etc.
* Deals with suppliers to place orders for books and resources, chase up orders, and will negotiate the best deal/best value on price etc.
* Represents the school on external events such as book fairs, etc.
* Negotiates use of the Library/resources area for different class groups, putting together a timetable for Library/resources area usage.
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| **Decision Making** | * Finds material specific to a child’s individual need.
* Make day-to-day decisions e.g. on use of internet, which pupils to admit, eject, or ban, who can take out books and how many, and whether a child with an overdue book can take out another one.
* Researches and recommends specific topics and imparting knowledge on to students.
* Chooses material for the Library/resources area which will engage students.
* Decides when to chase overdue stock etc.
* Creates a timetable of Library/resources area usage.
* Decides on the layout of the Library/resources area, which stock to order and buy in, which stock to edit, and what information to put on display boards.
* Recommends new/changes to the Library/resources systems, security, furniture, etc.
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| **Objectives** | * Inspiring students by securing authors to visit the school.
* To provide an enjoyable, welcoming and friendly Library/resources area environment.
* To encourage an enable independent learning.
* Ensures appropriate resources are assessable and available in the Library/resources area.
* Ensures appropriate reading materials, catering for all students needs and providing a balance of resources.
* Encourages/motivates staff to come into the Library/resources area and to bring in classes.
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| **Resources used or managed** | * Adapting or modifying materials and resources (fiction and non-fiction, physical and electronic) to ensure full access to a broad and balanced curriculum including for students who are the most able (MA) or with special educational needs and/or a disability (SEND).
* Responsible for the correct receipt, adding, shelving, editing and repairing of Library/resources area stock.
* Inputs and extracts information from School/College and the Library information systems for resources and students’ personal information and contact details.
* Responsible for ordering all library stock and resources (including ICT stock and resources) within a set budget.
* Handles money on a weekly basis e.g. to replace lost resources.
* Maintain the Library’s “Alice” software.
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| **Interruptions, conflicts and frequency** | * Deals with simultaneous requests from students.
* Expected to deal with unexpected or urgent work demands.
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| **Physical effort and IT use** | * Maintaining manual and/or computerised records using Management Information Systems (MIS), if required.
* Uses PC Office software, E-mail and Internet, and the Library information system for up to 4/5 hours a day.
* Standing, walking, twisting, lifting, carrying, and moving stock: crouching/bending to reach lower shelves; and moving the layout of the Library/resources area, tables and furniture.
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| **Working conditions** | * Supervising students during their free time when returning/taking out books and doing quizzes etc.
* Library/resources area based within the school.
* Maybe required to attend meetings outside of school or school hours.
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| **Risk encountered** | * Regular lone working in the Library/resources area, but other staff are in the building.
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| **Knowledge and skill levels** | * Experience of working in a library or similar environment.
* Experience of using Microsoft Office software, using the Internet and of updating databases, etc.
* Able to assist in the supervision of students and maintain good behaviour standards.
* Able to communicate effectively with adults and young people from a variety of backgrounds.
* GCSE in English or equivalent; or demonstrated willingness to achieve such qualifications.
* Experience of working in an education environment and with its students.
* Problem-solving skills sufficient to research and propose solutions to the teachers’ and pupils’ requirements.
* Able to work under pressure and organise own workload in order to meet various, and occasional conflicting requirements/priorities.
* Able to take sole charge of groups of students and maintain good behaviour standards.
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| **Training and Education:** | * A level of numeracy and literacy sufficient to carry out the duties of the post.
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| **Experience:** | * Experience of using modern PC or ICT applications.
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| **Equal Opportunities:** | * Must be able to recognise discrimination in its many forms and willing to put the Council’s Equality Policies into practice.
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| **Other Skills:** | * Able to communicate effectively with adults and young people from a variety of backgrounds.
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| **Other Conditions:** | * Willing and able to work with and keep up to date with current developments and undertake training where appropriate.
* Must satisfy relevant pre-employment checks.
* This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to enhanced DBS checks. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.
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| **Additional Duties:** | * Participating in training and professional development opportunities as required to fulfil the role.
* To play a full part in the life of Crown Hills, to support its distinctive aims and ethos and to encourage students to follow this example.
* To participate in induction training, staff reviews process and professional development opportunities.
* To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
* To undertake professional duties that may be reasonably assigned by the Principal.
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* Whilst every effort has been made to explain some of the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
* The job description is current at the date shown but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

*These duties may be varied or added in order to meet the changing demands of the school at the reasonable discretion of the Principal.*

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Crown Hills Community College**

**PERSON SPECIFICATION**

 **Librarian**

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| **ATTRIBUTES** | **REQUIREMENT** |
|  |  | ***E/D*** |
| **A. Training and Education** | * Evidence of sound level of general education, including GCSE English and Maths (A\*-C) or equivalent (Level 2 Basic Skills Literacy/Numeracy).
* ICT skills sufficient to perform the role with regard to use of SIMs, software packages related to presentation of information to staff and students.
* A level qualification in relevant subjects or equivalent ability/ experience.
* A relevant higher education qualification.
* Relevant professional qualification or other accreditation.
* Experience of using Accelerated Reader to facilitate online reading assessments
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| **B. Experience****And Skills** | * Curating extra-curricular resources (books and artefacts on a variety of topics) and promoting and arranging their use in school and across Leicester, where appropriate.
* Ability to deal sensitivity with vulnerable students.
* Sound understanding of confidentiality issues.
* Experience of working effectively with children and young people in a learning environment.
* Reliable with regard to all aspects working practice.
* Ability to remain patient and calm in challenging situations.
* Ability to work effectively within a team environment, understanding roles and responsibilities.
* Ability to build effective working relationships with all learners and colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues and students.
* Ability to promote a positive ethos and role model positive attributes.
* Willingness to participate in relevant training and development opportunities.
* Professionally discreet and able to respect confidentiality.
* Confident and able to use own initiative.
* Experience of working to support young people’s learning.
* Positive problem solving attitude.
* Enthusiasm for young people’s literature.
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| **C. Other Conditions** Including any hazardous or environmentally adverse conditions | * Fit to fulfil all aspects of the job description.
* Set a good example in terms of dress, punctuality and attendance.
* Must satisfy relevant pre-employment checks.
* This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.
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| **D. Equal Opportunities** | * Must be able to recognise discrimination in its many forms and be willing to put the Council’s Equality policies into practice
* Willing and able to deal with people professionally at all levels and from a variety of backgrounds.
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