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| SCHOOL LIBRARIAN and LITERACY MENTOR **JOB DESCRIPTION** | | | |
| **NAME** |  | | |
| **ACCOUNTABLE TO** | HoF English | | |
| **SCALE** | 7.4 – 7.4 | | |
| **DURATION** | Permanent | | |
| **APPOINTMENT FROM** |  | | |
| **JOB PURPOSE** | Running and development of the school library and the delivery of literacy support within English. Responsible for the management, organisation and promotion of the School Library and associated functions and services. | | |
| **Key Area** | **Responsibility** | | |
| **Responsibilities**  *Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.* | * In consultation with the Head of Faculty 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.   Promote the use of the Library by:   * Regularly produce promotional materials for students, parents and staff and liaising 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. Accelerated Reading Scheme, 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 practice techniques of enquiry and research. * Supervise student librarians and 6th form helpers, prepare rotas and train them in Library skills. * To manage the stationery shop. * Liaison with external agencies including CILIP, School Library Association and Bexley School Librarians. Attend termly Bexley School Librarians meetings. * 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 Library activities for the Cleeve Park Summer School, as required. * To deliver literacy support to pupils individually, in small groups and as whole classes as directed by the Head of English. | | |
| **Areas of Accountability** | * Ensure the smooth running of the Library. * Manage the school’s reading programme. | | |
| **Professional development** | * Take part in the school professional development programme by participating in arrangements for further training and staff development including updating personal knowledge and expertise. * Participate in the Performance Review process. | | |
| **Discipline, health and safety** | * Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere. * To work in accordance with the guidelines set out in the school Health and safety policy and specific areas. | | |
| **Examinations** | * Participate in arrangements for preparing students for external/internal examinations. | | |
| **General Responsibilities** | * Promote the school’s values and ethos in accordance with the School’s Professional Code. * Work actively to develop professional expertise by participating in ongoing professional development. | | |
| **Review of job description** | * This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder. | | |
| Signed member of staff |  | Date |  |
| Signed appraiser |  | Date |  |
| Approved Head Teacher |  | Date |  |