

<b>Job Description Librarian</b>	
<b>Job Title:</b>	Librarian
<b>Grade:</b>	Level 3 (5-7)
<b>Hours and Weeks</b>	30 hours per week (10.00am – 4.30pm), Term Time only plus Inset Days
<b>Responsible To:</b>	SLT
<b>Responsible For:</b>	N/A

### 1. Purpose

To manage, develop, promote and evaluate the effective learning resource and information service, which supports learning and teaching across the school. To supervise homework club on a daily basis.

### 2. Main Duties and Responsibilities

- To organise and manage the resources within the library, issuing books to students and return books to shelves
- To maintain library stock, including collections of relevant newspapers
- To administer the Library administration, including the automated library system, to maintain pupil borrower records and other statistical records, management of requests and reservations and notification of overdue books
- To assist students in making effective use of the library and other information sources by advising them on the selection and use of books or other resources and the use of the library catalogue and other information retrieval systems
- To manage the Library budget in line with Trust parameters
- To assist teachers in selecting books and other learning materials to resource the curriculum and be an active participant in library lessons
- To organise events and activities to promote reading and encourage library use.
- Recruiting pupil library assistants, supervising and training them accordingly
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on Teaching and Learning
- Promoting reading and the enjoyment of reading in all its forms, including encouraging students to read through competitions, reading groups and National events such as world book day.
- Developing and maintaining links with other libraries and relevant organisations (eg SLS, county education advisers, public library services, universities, colleges and museums)
- Supervising students using the Library for independent study and maintain a welcoming supportive atmosphere conducive to positive learning experiences

### **3. Other**

- The post holder will be expected to carry out all duties in the context of and in compliance with all the Trust policies
- To be willing to undertake training as necessary
- Acting as a role model for students
- Being responsible for maintaining a clean and tidy environment
- To promote the use of the Library as a suitable venue for meetings and various displays
- To be aware of and acting upon relevant Trust policies and in particular those associated with Child Protection/Safeguarding children and Health and Safety issues
- Any other tasks that may be necessary to the post