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**Job description – LIBRARIAN**

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| **Reports to:** | Literacy Coordinator |
| **Hours/Salary:** | 36 hours per week, term-time onlySalary range 16 -19 (pro-rated pay: £23,119 to £24,391) |

At St James’ Catholic High School, we are committed to promoting high levels of literacy and see reading for pleasure as an integral part of our success. We are looking to appoint an experienced and dedicated School Librarian to manage and further develop our School Library.

**KEY RESPONSIBILITIES**

**Leadership**

* In conjunction with other members of staff, draw up and implement a policy for our library which reflects the educational aims and school improvement objectives of the school
* To monitor the effectiveness of the policy on a regular basis.
* Develop current awareness of children's literature and developments in education and librarianship, including attendance at School Librarian meetings, book selection meetings and courses as appropriate.
* Plan and implement activities in celebration of key literary events; stimulate innovation, inform and inspire the school community through a range of media and technologies, in liaison with relevant co-curricular staff, teaching staff, and external bodies.
* Support curriculum development by liaising with representatives from all subject departments.
* Lead reading initiatives such as Bookbuzz.

**Management**

* Select, acquire, organise, promote and maintain books and other relevant resources to support the reading needs of pupils of all ages and abilities within the school.
* Develop the digital/e-library resource offering and how it can be best utilised by staff and students.
* Review, arrange and improve the systematic indexing, classification and cataloguing of all library resources for staff and students as appropriate.
* Ensure high standards of display and promotional materials to enhance the appearance of the library; provide an attractive environment conducive to study and reading for pleasure.
* Organise and deliver library induction sessions for pupils on the use of library resources. Develop the information retrieval skills of pupils and staff to allow them to access information effectively in both paper and electronic form.

**Support and Supervision**

* Supervise pupils in the library and ensure behaviour is in keeping with school policy and ethos.
* Support the Accelerated Reading programme and help monitor reading reports and STAR Reading test data.
* Liaise with the Literacy Coordinator to meet the needs of whole-school literacy and support Literacy SIP vision.

**Professional Development**

* Engage with professional bodies to stay abreast with professional developments in School Libraries as appropriate.
* Complete Accelerated Reading and myON training along with any other digital literacy support as directed.

All staff at St James’ play a crucial role in ensuring that no child is left behind and that every young person has what they need to live their life to the full.

I confirm that I have read and understood all aspects of this job description.

Name…………………………… Signed ……….…………… Date………………………..

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**PERSON SPECIFICATION – LIBRARIAN**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **Method of Assessment** |
| **EDUCATION/QUALIFICATIONS** |
| * Librarianship qualification either degree, postgraduate or equivalent
 | ✓ |  | Application |
| * MCILIP
 |  | ✓ | Application/interview |
| **EXPERIENCE** |
| * Previous experience of working in a library
 | ✓ |  | Application/interview |
| * Experience of working with young people and meeting their particular needs and requirements
 |  | ✓ |
| * Experience of utilising ICT and skills to access and retrieve information
 | ✓ |  |
| * Experience using Accelerated Reader and/or myON
 |  | ✓ |
| **KNOWLEDGE & SKILLS** |
| * Knowledge of young people’s fiction and ability to match books to readers
 | ✓ |  | Application/interview |
| * Expertise in online searching, using the internet and a range of subscription services
 | ✓ |  |
| * Ability to communicate effectively with all members of the school community
 | ✓ |  |
| * Excellent communication skills (orally and written)
 | ✓ |  |
| * Ability to follow administrative procedures understand and follow instructions
 | ✓ |  |
| * Excellent proactive customer service skills
 | ✓ |  |
| * Excellent organisational skills with knowledge of library systems
 | ✓ |  |
| * Excellent interpersonal skills
 | ✓ |  |
| * Excellent IT skills
 | ✓ |  | Interview/Test |