

WALTHAMSTOW ACADEMY

Librarian (Learning Resource Centre)

39 weeks per year. Term Time Only

37.5 hours per week to fall within the working day of 7.30 am until 5.00 pm.



JOB DESCRIPTION

Job purpose

- To promote a love of reading amongst students and staff and to ensure the library book borrowing system is led and managed efficiently.
- To increase learning efficiency and effectiveness through creativity and research.
- To provide high quality resources for students and staff to support the learning process. The LRC will provide a learning hub for students of all abilities. The LRC team will work together to develop new and exciting means of supporting independent learning for all students, in addition to providing a service to staff.

Main responsibilities

- Be responsible for the creation and maintenance of an inspiring, purposeful, orderly and productive working environment in the library.
- Manage and oversee all matters relating to the smooth and efficient operation of the library
- Be responsible for the acquisition, organisation and management of all library books and materials
- In liaison with teaching staff, provide books and resources relevant to the curriculum and areas of study and support the teachers in their delivery to students
- Ensure that students and staff are aware of the library services available and encourage maximum use of the library's books and resources, and the potential of the library as a centre for reading and learning
- Provide a quiet reading, research and learning environment before and after school, and during student break and lunch
- Teach library skills, information retrieval skills, revision and study skills as part of the library induction programme
- Be aware of and support difference, ensuring all students have equal access to opportunities to learn and develop

- Provide advice, guidance and assistance to students and staff in the procedures, systems and use of the library, matching needs to resources
- Identify opportunities to expand resources through sponsorship and business links
- Develop, maintain and use links with external library services, suppliers, retailers et al to enhance and develop the Academy's resources
- Supervise other staff and volunteers working within the library

Support for the Curriculum

- Alongside the Vice Principal, prepare the library policy and development plan
- Develop and manage the operation, systems and procedures of the library, in accordance with agreed policies/plans
- Monitor the library budget in accordance with the Library Development Plan
- Monitor and control stock, including researching resource availability, costs et al, making purchases, processing orders, recording receipts and losses and undertaking stock control
- Issue library books and resources and maintain the school Infiniti account.
- Advise on copyright issues and comply with the GDPR
- Demonstrate and assist others in safe and effective use of equipment and materials

Support for the Academy

- Establish constructive relationships and communications to support the achievement and progress of all students
- Ensure Health and Safety remains a priority within the learning environment
- Contribute to the overall ethos, values and aims of the Academy
- Develop, maintain and use links with external library services, suppliers, retailers et al to enhance and develop the Academy's resources
- Ensure that all every day and specialist equipment is kept clean and in good working order, undertaking repairs and modifications within own capabilities and reporting other damage/needs. **Links**
- to report to and liaise closely with the Vice Principal
- to work closely with curriculum/subject leads
- to organise and develop the work of student librarians
- to organise and manage arrangements for extended library opening

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

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