



Job Description & Person Specification

Job Title : Librarian

Scale : Scale 6

Job Purpose:

- Manage the day-to-day running of the school library.
 - To possess a genuine love of literature partnered with the zeal, creativity and drive to inspire a reading culture that develops impassioned life-long readers.
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Reporting Arrangements

Reporting to : Assistant Head

Main Responsibilities:

1. Library Management

- Use the "Access-It" library system to catalogue books and other library resources; issue, return and renew books; and generate reports.
- Manage resources within the library, including the selection and organisation of books and other learning materials, subject to approval from the library budget holder.
- Ensure that the library is a well-ordered and an aesthetically pleasing space, encompassing the creation and upkeep of visually pleasing, changeable library displays.
- Manage the student librarian team, assigning tasks and ensuring that student voice remains integral to the development of the school library.
- Assist in the promotion of a school-wide culture of reading through the implementation of library events, competitions and challenges; and the creation and development of after-school library clubs.
- Assist students in the selection of reading materials, recommending books as appropriate.
- Support the facilitation of library events.
- Ensure that library events and activities are represented in assemblies and form-time messages.
- Maintain a photographic record of key library events, to assist the Reading Co-ordinator in the elevation of the library's public profile through external communication channels, including social media.
- Manage behaviour within the library at break and lunch-times, promoting high standards of conduct by establishing a positive, friendly and engaging working atmosphere.

2. Accelerated Reader

- Record and monitor students' performance in Accelerated Reader quizzes, ensuring that progress is regularly communicated to both students and staff.
- Facilitate Accelerated Reader lessons, under the direction of the Head of English and Reading Coordinator.
- Administer STAR Reading tests to students at the beginning of each new term.
- Deliver and present the Accelerated Reader prize assembly at the beginning of each half-term.
- Occasionally deliver small group interventions, as directed by the Head of English or Reading Coordinator.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- **Adaptable** - Open to change, to be flexible.
- **Courageous** - Willing to speak up, offer ideas, challenge the norm.

- **Hard Working** - Strong work ethic, prepared to go the extra mile.
 - **Inclusive** - Treat others fairly and equally.
 - **Engaged** - Involved/absorbed in your work, participate at all times.
 - **Value** - Add value to your role, your team and the Trust.
 - **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
 - **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
 - **Encouraging** - Giving/offering support and confidence to others, working together.
 - **Navigator** - Providing guidance, leading when necessary.
 - **Tenacious** - Perseverance, never giving up, whatever it takes.
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Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	<ul style="list-style-type: none"> • Degree in Information, English or another relevant subject • A qualification in librarianship
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with young people of all ages • Prior experience in a similar role • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Experience of working in a school, library or other learning environment • Knowledge of or experience with Accelerated Reader • Knowledge of or experience with a library system • Experience of working with confidential information • Awareness of current issues in the Education
Skills	<ul style="list-style-type: none"> • Strong interest in children's and young adult literature – both classic and contemporary • Passion for reading • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	<ul style="list-style-type: none"> • Behaviour management skills
Other Qualities	<ul style="list-style-type: none"> • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Full driving licence