



<p><b>Job Description: Librarian (0.6 or full-time; term time only)</b></p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p><i>The Library aims to nurture reading for pleasure and foster effective information handling skills throughout the entire school community.</i></p> <p><b>Line Manager:</b> Mr Alastair Horsford (Deputy Head – Academic)  <b>Overseen by:</b> Mrs Sarah Labram (Headmistress)</p>	
<b>AIMS OF THE POST</b>	<ul style="list-style-type: none"> <li>To support and foster the aims and principles of the school.</li> <li>To sustain and improve the quality of education offered to the pupils in the school through promoting the highest possible standards, equality of opportunity, and an environment which is conducive to excellence in learning and teaching.</li> </ul>
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>To be responsible for the management, development and promotion of the Library in the life and work of the School.</li> <li>To run the Library with reference to the Library and Whole School Development Plans.</li> <li>To promote the values and ethos of St James Senior Girls' School.</li> <li>To be aware of Data Protection Legislation.</li> <li>To behave in an appropriate and professional manner at all times.</li> <li>To read the School Handbook, including the school's aims and policies, and the Library handbook and endeavour to follow closely the guidance and schemes of work provided in these documents.</li> <li>To read and follow the school's Health and Safety guidance and be mindful of your own health and safety and that of others.</li> <li>To ensure the safety and good conduct of the pupils, following the guidance in the School Handbook and ensuring that pupils' behaviour complies with the School Rules.</li> </ul>
<b>MANAGEMENT OF RESOURCES</b>	<p>The management of the Library - the physical, traditional and electronic resources contributing to the school's teaching and learning targets.</p> <ul style="list-style-type: none"> <li>To manage the library budget, monitoring budget spend to ensure the effective use of resources.</li> <li>To maintain the systems and processes required for the Library to operate efficiently on a day-to-day basis.</li> <li>To be responsible for the selection, purchase, classification and cataloguing of resources.</li> <li>To acquire and disseminate information about reading promotion, learning and teaching resources and other sources of information to staff and students.</li> <li>To have a wide knowledge of the work of fiction authors, particularly British writers for children and young adults and award winning children's literature, as well as authoritative reviews and criticism.</li> <li>To raise the profile of the library and support reading for pleasure by organising specific events eg Author Visits, World Book Day, National Poetry Day, Book Fairs, etc.</li> <li>To liaise with all departments to ensure all pupils have access to the resources they need.</li> <li>To be able to deal with simple hardware and peripheral troubleshooting problems eg basic printer issues.</li> <li>To manage the subscription and use of the Library Management System: Softlink Oliver V5.</li> <li>To manage the subscription and use of the ePlatform hosted by Wheelers.</li> </ul>

<p><b>DEVELOPMENT PLANNING</b></p>	<ul style="list-style-type: none"> <li>• To liaise with key staff in planning the future development of the library services and collections.</li> <li>• To write the annual Library Development Plan.</li> <li>• To review and make necessary changes to the Library Policy.</li> <li>• To propose an annual Library Budget.</li> </ul>
<p><b>MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• To recruit, train and manage a team of pupil librarians.</li> </ul>
<p><b>TEACHING AND LEARNING</b></p>	<ul style="list-style-type: none"> <li>• To ensure that all students and staff are able to use the Library confidently and effectively with the provision of appropriate induction sessions for pupils and staff and 1:1 assistance as necessary.</li> <li>• To provide an environment in which students can learn independently and develop their research/study skills.</li> <li>• To provide and promote a range of resources and information services, which reflect the school curriculum and subject course content.</li> <li>• To lead on the delivery of information literacy skills within the school, supporting and collaborating with teaching colleagues to deliver sessions within the appropriate context.</li> <li>• To be aware of current educational initiatives and trends in library and information services.</li> <li>• To be aware of professional trends and educational change, taking responsibility for self-development.</li> <li>• To plan, prepare and deliver regular library lessons and other ad hoc lessons.</li> </ul>
<p><b>WIDER LIBRARY SERVICES</b></p>	<ul style="list-style-type: none"> <li>• To support the development of literacy and reading within the school, encouraging reading for pleasure and for information across the whole school.</li> <li>• To plan and create displays to promote resources and stimulate interest in a variety of subjects and areas of current interest, including reading promotion.</li> <li>• To ensure that the library is welcoming, stimulating and safe for its users.</li> <li>• To ensure that the library is treated with respect and used in an appropriate way.</li> <li>• To plan, prepare and deliver whole school assemblies as required.</li> <li>• To run activities and schemes that support weaker readers, in collaboration with the English Team and SENDCO.</li> <li>• To monitor the reading behaviour of pupils in Years 7–9 via Reading Logs, and address any issues as required.</li> <li>• To run Library clubs and Book Groups.</li> </ul>
<p><b>COMMUNICATION, DUTIES AND MEETINGS</b></p>	<ul style="list-style-type: none"> <li>• To attend staff meetings.</li> <li>• To attend Speech Day, Summer Concert and similar important functions out of school hours.</li> <li>• To participate in the Saturday Open Day and weekday Open Evening for prospective parents and pupils.</li> <li>• To attend English department meetings where necessary and to liaise regularly with the Head of English.</li> <li>• To liaise as required with the Librarian at St James Senior Boys' School.</li> <li>• To prepare and distribute a termly report to the SMT, HoDs and Governors.</li> <li>• To notify the Deputy Head (Academic) as early as possible of absence.</li> <li>• To complete self-certification forms for sickness (for one to seven calendar days, after which a doctor's note must be provided) and submit them to the Head's PA.</li> <li>• To attend full school assemblies and Church Services at the start and end of terms.</li> </ul>
<p><b>PROFESSIONAL DEVELOPMENT</b></p>	<ul style="list-style-type: none"> <li>• To attend school INSET days/sessions.</li> <li>• To identify relevant professional training opportunities.</li> <li>• To participate in professional development (annually).</li> <li>• To make use of professional communication networks and forums.</li> <li>• To attend relevant professional meetings such as the Independent School Librarian Group (ISLG) and School Librarians Group (SLG).</li> </ul>

<p><b>WORKING HOURS</b></p>	<ul style="list-style-type: none"> <li>• Working hours of the Librarian are 8.45am – 5.30pm. Lunch is taken between 12.10pm-1.00pm.</li> <li>• Staff should normally vacate the school buildings by 7.00pm at the latest each evening.</li> <li>• Staff may work in the school outside of normal working hours but they must seek permission from the Deputy Head and ensure that the school caretaker in charge and the receptionist are informed of their presence.</li> <li>• Term time only and holidays to be taken during the school holidays.</li> </ul>
<p><b>OTHER</b></p>	<ul style="list-style-type: none"> <li>• Full details of the terms and conditions of employment, sickness and maternity benefits, disciplinary and grievance procedures are to be found in the employment manual.</li> </ul>