

**JOB DESCRIPTION**

**Job Title:** Librarian

**Grade:** B3 SCP 7-11

**Job Purpose:**

To effectively manage the library on a daily basis, to include stock management, student supervision and provision of assistance to all library users. To develop strategies to foster a love of literature and reading, including material beyond the examined curriculum

**Main duties:**

* Provide a welcoming, safe, supportive and ordered atmosphere in the Library that is conducive to study and recreational reading;
* Work with students both in one-to-one and group situations to develop reading and literacy skills;
* Liaise and collaborate with all curriculum areas to ensure appropriate access to learning resources, including the development of resource material packs;
* Establish good relationships with students, acting as role model and being aware of and responding appropriately to individual needs;
* Help learners to make effective use of a wide range of learning resources;
* Work with the Literacy Co-ordinator to research and purchase resources, ensuring quality control and value for money;
* Maintain the library booking system and be a confident user of ICT;
* Protect and catalogue library stock;
* Attend relevant staff meetings or other meetings as required;
* Innovate ways to increase the love of reading among students based on academy data;
* Contribute to the overall ethos of the Academy;
* Perform any other duties as may be reasonably requested by the Senior Leadership Team / Literacy Co-ordinator.

The Farnley Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure. We promote diversity and aim to establish a workforce which reflects the population of Leeds.