

JOB DESCRIPTION

Job Title: Librarian
Department: English
Responsible to: English Teacher

Job Purpose

To manage the library to support teaching and learning across the academy:

- supporting students to access a broad range of learning resources to develop their learning and information handling skills
- promoting literacy, reading for pleasure and independent learning.

Safeguarding

Our academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

Main Duties

Library Provision

- 1.1. To source and order library resources appropriate to the learning needs of the age and ability range of students
- 1.2. To issue and return books, maintaining records using the electronic library system.
- 1.3. To manage library stock including cataloguing and preparing new books; repairing damaged books; recovering overdue books.
- 1.4. To advise and support students and staff on reading materials; library procedures and information retrieval
- 1.5. To lead library lessons for Year 7-9 students
- 1.6. To ensure the positive behaviour of students using the library
- 1.7. To promote the use of IT as an integral part of the library's resources.
- 1.8. To ensure the library is an engaging environment for students including the use of effective displays.

Library Management and Development

- 2.1. With the Line Manager, to prepare the Library policy and development plan.
- 2.2. To manage the library operation, budget, systems and procedures in accordance with agreed policy and development plans.
- 2.3. To be responsible for the Accelerated Reader (AR) scheme including organising and attending AR assemblies and preparation of student certificates
- 2.4. To manage library volunteers
- 2.5. To develop, maintain and use links with external library services
- 2.6. To carry out induction sessions for primary and Year 7 students and for new staff
- 2.7. To promote the library to staff, students and parents including attending academy events
- 2.8. To document and maintain all library processes (t-card system)

Health and Safety

- 3.1 To ensure a safe and healthy environment is maintained within the departmental area, referring any areas of concern to the Facilities Team
- 3.2 To complete risk assessments and any other necessary health and safety documentation for the department
- 3.3 To be a nominated First Aider and Fire Marshall (training will be provided).

General

- 4.1 To attend required meetings and training sessions
- 4.2 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 4.3 To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of health and safety training
- 4.4 To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- 4.5 To maintain confidentiality in all academy related matters
- 4.6 To undertake any other duties commensurate with the post, as directed by Line Manager

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

PERSON SPECIFICATION

Criteria	Standard	Essential /Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> ● Passion for reading ● Knowledge of young people's literature ● Excellent literacy and numeracy skills including Maths & English GCSE ● Educated to Level 3 or equivalent ● Experience of working with young people ● Experience of retrieving information using the Internet ● Knowledge of Health & Safety ● Excellent IT Skills 	E
	<ul style="list-style-type: none"> ● Accredited library and information qualification ● Experience of working in a library and using an electronic library management system ● Experience of using Google apps (Mail/Drive/Calendar/Forms) 	D
2. Organisation & Planning	<ul style="list-style-type: none"> ● Experience of planning and managing a busy workload and conflicting priorities to deadlines ● Ability to plan work termly (3-4 monthly) 	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> ● Experience of resolving complex problems independently ● Experience of using initiative and working independently ● Ability to stay calm under pressure ● Ability to work effectively in changing situations ● Experience of developing and implementing processes and procedures 	E
4. Communication	<ul style="list-style-type: none"> ● Ability to communicate enjoyment of reading to students ● Excellent communication skills with ability to use clear language to communicate information unambiguously both verbally and in writing 	E
5. People Skills & Customer Focus	<ul style="list-style-type: none"> ● Experience of building and maintaining effective relationships with children and adults and negotiate effectively ● Experience of motivating and inspiring others ● Experience of working effectively as part of a team ● Demonstrate a commitment to equality. ● Proven experience and ability to provide an outstanding level of customer service to internal/external customers (anticipating and exceeding customer needs) 	E
6. Flexibility & Adaptability	<ul style="list-style-type: none"> ● Ability to work flexibly to meet academy needs including working at Maltings Academy and New Rickstones Academy 	E
7. Safeguarding	<ul style="list-style-type: none"> ● Understanding of safeguarding / child protection procedures 	E

8. Other	<ul style="list-style-type: none">● Demonstrable commitment to own professional development, able to identify training needs and identify opportunities to meet them● Demonstrable commitment to high ethical and personal values● Requirement for regular VDU use	E
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