



HARROW  
INNOVATION LEADERSHIP  
ACADEMY  
哈罗礼德学校  
ZHUHAI 珠海

## LIBRARIAN JOB DESCRIPTION

<b>Job Title:</b>	Librarian
<b>Line Manager:</b>	Head of Lower/Upper School

### Purpose of Job

To manage, develop and promote the smooth operation of the Library and provide advice on appropriate learning resources and for recreational reading. To create and maintain a visually stimulating learning environment which supports and enhances the delivery of the school curriculum.

### Duties and Responsibilities

#### Overall responsibilities

- Actively support the vision, ethos, culture and policies of the School
- Promote high standards in all aspects of school life, particularly in student progress
- Actively support the vision, ethos, culture and policies of the School
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

#### Teaching and Learning

- Contribute to the professional development of the Library team
- Liaise with the class teachers in facilitating Library lessons
- Lead student induction sessions and coordinate class visits to the Library

#### Curriculum Involvement

- Work with school leaders and staff to create a whole school information literacy plan to integrate information literacy across the curriculum
- Maintain book lists supporting the development of study skills and wider reading for students
- Work with school leaders to develop a whole school literature plan to foster a love of reading

#### Environment and Services

- Ensure that the Library is equipped with an up-to-date range of relevant resources compatible with the Library budget
- Maintain the Library management system to ensure that all resources are easily accessible
- Coordinate and promote special events (e.g. book fairs, competitions, author visits)
- Promote the Library as a focal point for students in support of their learning, research and love of reading

#### Other Responsibilities

- Undertake other reasonable duties as requested by the Head of Lower/Upper School

*Harrow Schools are committed to the safety and protection of children.*

*All employees are expected to comply with our School Child Protection and Safeguarding Policy.*



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## Requirements

### Education, training and qualifications

- Bachelors, degree or equivalent
- Reputable qualification in Librarianship (desirable)
- Membership of a professional body e.g. CILIP (desirable)

### Knowledge and experience

- Experience of collaborative lesson planning with teachers to support student learning
- Knowledge of how to use of ICT effectively in promoting student learning
- Previous experience or knowledge of working with students for whom English is not their first language

### Personal qualities

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching and a strong commitment to holistic education
- The ability to inspire pupils through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes
- A positive and solution-focused attitude to working life
- Highly motivated, ambitious and collaborative
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

### Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

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