



## Saracens High School

### Job Description

<b>Job Title:</b>	<b>Librarian</b>
<b>Responsible to:</b>	<b>Head of English</b>

This role is integral to the high profile and cross-curricular Literacy culture we are continuously shaping and enhancing at Saracens High School. Our Librarian will be responsible for managing the provision of an inspiring, dynamic, rich and well-organised Library for pupils whilst ensuring that its facilities sit at the very heart of Teaching and Learning for all academic departments.

To carry out this role effectively, the ideal candidate will be aware of, support and outwardly demonstrate the unique philosophy, aims and objectives which underpin Saracens High School. The ideal candidate would also illustrate passion and drive for creating a whole school ethos which aims to ensure every single pupil develops confident literacy skills, additionally showing willingness to support class teachers with this endeavour, through the use of the Accelerated Reader programme.

Your key responsibilities as **Librarian** include:

#### **Managing our Library Facilities and Collaboration:**

- Ensuring the Library is well organised, accessible and attractive to all users and therefore all users can use it confidently and effectively.
- Working collaboratively with numerous pupils and teachers to create a Library which inspires and engages all users.
- Working with teachers of varying departments to ensure the Library is continuously used as a resource by all academic subjects.
- Purchasing and promoting (in consultation with teaching staff) a range of reading materials, which are suitable for the teaching and learning needs of staff and pupils of all levels of ability.
- Supporting the Literacy development of all pupils by helping departments to develop a range of materials for subject based wider reading.
- Being familiar with the aims, objectives and values of the school and being well informed about the school curriculum through liaison with Heads of Department and teaching staff to ensure that the Library stock reflects key areas of our school curriculum and ethos.
- Managing all aspects of our Library Management System (Libresoft Librarian), monitoring cataloguing and processing stock and then following up on any lost, damaged or neglected items.



- Consistently reviewing and updating stock to ensure the library resource remains rich and inspiring for pupils of all abilities and reflects the interest of our pupils.
- Possessing an interest in teen and young adult texts, suitable for a range of reading ages, and using this knowledge to ensure the Library collection is appealing to all pupils.
- Managing the Library budget, taking account of value for money when ordering from suppliers.
- Managing health and safety in the Library area.

#### **Training:**

- Providing staff and pupils with expert advice and instruction in the use of the Library by running a programme of induction and presenting information to staff and pupils when necessary to keep them up to date with Library systems and stock.
- Regularly reviewing Library systems and instigating improvements when needed.
- Keeping up to date with any changes in Education which may affect our Library resource and acting on these changes to ensure it remains a highly valuable resource to all pupils and staff.

#### **Your Work with Pupils:**

- Supporting the English class teachers with overseeing the Accelerated Reader programme and ensuring each and every pupil is continuously reading a book they can engage with.
- Supporting and guiding pupils (and staff) in finding and accessing specific information and resources.
- Organising and promoting events and competitions to encourage and promote the value of reading, including World Book Week with author visits and Library activities during Open Evening.
- Continuously promoting the value of reading for pleasure and also information through interactions with pupils as well as through other innovative means.
- Supervising students' use of, and activities (i.e. Reading Club) within, the Library.
- Training, managing and supervising student librarians.

#### **General:**

- Engaging fully in the appraisal process at Saracens High School.
- Maintaining positive and professional relationships with all staff and pupils.
- Attending meetings as specified in the Saracens High School academic yearly calendar.
- Reporting any safeguarding concerns immediately to our Designated Safeguarding Lead.
- Conforming to the School's Health and Safety policy and procedures and reporting all hazards immediately.

- Carrying out any other reasonable duties as requested by the Head of English or Principal.

**Saracens High School  
Person Specification**

<b>Job Title:</b>	<b>Librarian</b>
<b>Responsible to:</b>	<b>Head of English</b>

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSES including English and Maths at A*-C (9-4)</li> <li>• 3 or more A Level passes (or equivalent Level 3 qualifications)</li> <li>• Good standard of Literacy and Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Undergraduate degree in Librarianship, English or another related subject</li> <li>• CILIP qualification</li> <li>• First Aid Certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Proficient ICT skills</li> <li>• Excellent administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in, or managing, a library</li> <li>• Working with KS3/4 pupils in a school environment</li> <li>• Development and implementation of Literacy support programmes</li> <li>• Supporting Literacy targeted intervention programmes</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A love of Literature and reading</li> <li>• Exceptional book knowledge</li> <li>• Good knowledge of teen and young adult fiction</li> <li>• An understanding of supporting vulnerable children</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of current developments within Teaching &amp; Learning</li> <li>• Commitment to professional development relating to Library stock and systems as well as other whole school needs</li> <li>• Knowledge of using</li> </ul>



		<p>Libresoft Librarian</p> <ul style="list-style-type: none"><li>• Knowledge of using the Accelerated Reader programme to enhance pupils' reading and Literacy skills</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills</li><li>• Able to build professional and positive relationships with young people from a diverse range of backgrounds</li><li>• Ability to help maintain a caring and supportive environment</li><li>• Responsible and reliable</li><li>• Organised with good attention to detail</li><li>• Sense of humour</li><li>• Polite and enthusiastic even when under pressure</li><li>• Ability to work in a team</li><li>• Ability to show initiative</li><li>• Resilient and determined to achieve goals</li><li>• Committed to the ethos of the school</li><li>• Committed to working with all departments and teachers</li><li>• Committed to equal opportunities and working in a positive, non-discriminatory way</li><li>• A proactive approach to working with children</li><li>• Able to maintain confidentiality</li><li>• Commitment to safeguarding and promoting the welfare of children</li></ul>	<ul style="list-style-type: none"><li>• Creative</li></ul>