

## JOB DESCRIPTION – Librarian

<b>Responsible to:</b>	Head of School
<b>Hours:</b>	36 hours,
<b>Contract type:</b>	Permanent, term time only plus 15 days
<b>Salary:</b>	<b>Scale 6 point 26-28 £26,601 - £28,158</b> <b>(Actual salary £24,462 – 25,896 pro rata)</b>

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### Key Responsibilities:

1. To establish a library at the heart of the Academy.
2. To help to ensure that students develop a love of reading and the habit of reading for pleasure, and that they become lifelong readers
3. To ensure that the library operates efficiently to meet the needs of staff and students
4. To oversee the issuing and return of books, chase overdue books and ensure the security of stock
5. To classify and catalogue all books and learning resources
6. To manage and maintain the physical layout, furniture and fittings of the library and to ensure that it is well organised and tidy
7. To provide and maintain a comprehensive database of all library books and resources
8. To maintain an up to date knowledge of children's literature and to read and promote the latest children's fiction
9. To keep up to date with developments and research regarding libraries and reading
10. To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
11. To actively promote the Academy and liaise with outside agencies as necessary.
12. To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
13. To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community
14. To advise on the design for the new library and establish the library: ordering stock prior to the opening, categorizing stock etc.

### Person Specification:

#### Desirable:

1. Librarian qualification, either first degree or postgraduate
2. Experience working with Eclipse library management system or equivalent
3. Experience of using libraries to support curriculum delivery and raising attainment for students of different ages
4. An understanding of the range of strategies that support reading development

#### Essential:

1. Experience of working in an educational establishment
2. Experience of working within a library
3. Strong IT skills
4. Excellent administrative skills
5. Able to work with a high degree of accuracy and attention to detail
6. Enthusiastic and approachable, able to meet deadlines and support the working of the academy

7. Excellent verbal and written communication skills
8. Detailed knowledge of children's literature and secondary learning resources
9. Broad knowledge of adult and children's literature
10. Excellent working knowledge of library classification systems and the ability to catalogue and display books in clear and coherent form

*This is a newly created role and inevitably duties will develop and change. The successful candidate would therefore expect periodic variations to the job description.*

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.

September 2017