

OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title	Librarian
Line Manager	Deputy Head (Academic)

Job Summary

The postholder will oversee the development and management of the library and through the organising of engaging events and exciting activities that celebrate literature will promote the love of reading and research.

The postholder is responsible for maintaining an excellent up to date collection of books, journals and online resources to meet the curricular, co-curricular and reading needs of the pupils and staff.

Main Responsibilities

- Maintain a diverse, up-to-date collection of print, digital and multi-media resources
- Promote a culture of reading across the school
- Provide resources to support the curriculum and co-curricular activities
- As budget-holder for the Library, undertake financial planning and manage the annual budget efficiently and responsibly
- Maintain the library management system (AccessIT) to ensure reliable and helpful access for all the school community
- Maintain the library web page (AccessIT 'web app') for user access to the catalogue and to library news
- Oversee the day-to-day use of the library space to ensure a calm, safe and welcoming environment conducive to quiet reading and study and positive learning experiences.
- Undertake the delivery of a library skills programme
- As Head of Department, lead a knowledgeable and enthusiastic team, maintain the profile of the library across the school and encourage its use by all departments
- Line manage the Assistant Librarian
- Monitor and evaluate library use and effectiveness
- Maintain a professional awareness of developments in school librarianship and apply where possible
- Attend relevant training courses to ensure continuing professional development
- Attend relevant school meetings and meetings of professional groups outside of school
- Play an active part in the life of the school

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tormead's policies and procedures.

Key Relationships

Internal: Assistant Librarian, colleagues and pupils

External: Suppliers.

Person Specification – Librarian		
	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> ● Suitably qualified Librarian ● A good standard of general education (A Level or equivalent) ● Evidence of continuing and relevant professional development ● Educated to degree level (or equivalent) 	<ul style="list-style-type: none"> ● A member of the Chartered Institute of Library and Information Professionals
Experience	<ul style="list-style-type: none"> ● Experience of running a school library ● Experience of working with a library management system ● Experience of working with children and young people 	<ul style="list-style-type: none"> ● Experience of working with AccessIT library system ● Experience of preparing and working with budgets ● Line manager experience
Knowledge & Understanding	<ul style="list-style-type: none"> ● Knowledgeable and enthusiastic about literature for children and young adults ● Sound understanding of the service ethic and a commitment to providing consistently high levels of customer service ● Knowledge and understanding of and commitment to safeguarding ● Knowledge and understanding of data protection and a commitment to maintaining confidentiality 	<ul style="list-style-type: none"> ● Knowledge and understanding of and a commitment to equal opportunities and health and safety ● An understanding of the independent school sector
Skills & Abilities	<ul style="list-style-type: none"> ● Ability to manage a department budget, including planning, recording and reviewing expenditure ● Excellent administrative skills and planning ● Excellent communication skills ● A positive, flexible attitude and the ability to analyse and evaluate to provide appropriate solutions ● Sound ICT skills – proficient use of MS Office ● Flexibility, adaptability, calmness under pressure and responsiveness to a changing environment ● Independent work ethic, coupled with team collaboration 	<ul style="list-style-type: none"> ● Good financial awareness and business acumen ● Record keeping and reporting ● Excellent attention to detail with an ability to problem solve ● Inquisitive, collaborative and thorough