

## JOB DESCRIPTION

<b>JOB TITLE</b>	Librarian
<b>DEPARTMENT/SECTION</b>	Library
<b>REPORTS TO</b>	Head Librarian
<b>LINE MANAGES</b>	Administrative assistants, as required.

### JOB SUMMARY

The Librarian works closely with the Head Librarian, their counterpart Librarian, and the Library Assistant(s) to facilitate library and information services for approximately 1,450 pupils aged 4 to 19, as well as nearly 300 teaching & support staff.

The Librarian holds a post-graduate degree in Librarianship, Information Science and/or Children's Literature and has significant experience working with young people and staff in an academic environment.

The Librarian's professional education, training and experience demonstrates their ability to deliver an established information skills curriculum, based on the FOSIL framework, to pupils of all ages, as well as a creative, flexible approach to promoting reading for pleasure.

### KEY DUTIES AND RESPONSIBILITIES

- Supervise pupils and positively manage behaviour, in accordance with Library guidelines and in line with the Library's service level statement and disciplinary procedure.
- Create and maintain an inviting and purposeful environment where pupils can work, learn, or participate in any school-related initiative, individually or collaboratively.
- Provide information retrieval, evaluation and management support and guidance to pupils and staff, via scheduled inductions and on an ad hoc basis.
- Develop the Library's contribution to literacy and information skills programmes both within and beyond the School, and inspire and enthuse pupils to read widely.
- Under guidance from the Head Librarian, work with teaching staff to extend and integrate library resources and services, into the school curriculum and teaching practice (academic, co-curricular and pastoral).
- Use the Library Management System (Oliver) to issue and discharge books and equipment, to add records and catalogue new items, perform collection maintenance, and generate reports and analyses as required.

- Select, acquire, organise, maintain, and withdraw Library resources, within budget, under the supervision of the Head Librarian.
- Organise and promote activities and events that stimulate innovation, inform and inspire pupils, staff and the School community through a range of media and technologies, in liaison with relevant co-curricular staff, teaching staff, and external bodies
- Provide technical support, for printing, copying, and scanning and in the use of library digital equipment and commonly used applications for teaching and learning, to pupils and staff.
- Maintain and administer stock acquisitions, annual subscription renewals and textbooks issue and returns, as required.
- Carry out other appropriate duties, both administrative and professional, as part of the Library team.
- Tutor a Higher Project Qualification or Extended Project Qualification set when required.

#### **HOURS OF WORK**

The post is Term Time + 20 days. Hours of work are based on 40 working hours per week which includes half-hour lunch break, as determined by the library opening hours and staff availability.

#### **SAFEGUARDING**

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young people for whom they are responsible, or with whom they come into contact.

#### **FOREST SCHOOL'S POLICIES AND PROCEDURES**

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If the duties and responsibilities of this role should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.