

## **Job Description Librarian**

<b>Job Title</b>	Librarian
<b>Salary</b>	LAE Grade 6
<b>Reporting to</b>	Assistant Head (Academic)
<b>Location</b>	Stratford, Newham, London
<b>Type of position</b>	Full time – Term time + 2 weeks
<b>Hours</b>	Normal working hours for this role are 40 hours a week (0.5 hour unpaid lunch)
<b>Child Protection</b>	All members of staff must comply with LAE's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our sixth formers, these concerns must be reported immediately in accordance with the policy.

**The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.**

### **Job purpose**

- To establish and maintain an outstanding library which is central to the academic provision of LAE.
- To build a whole school reading culture (academic and reading for pleasure).
- To support students with university applications, including by guiding them to relevant resources and opportunities

### **Key Responsibilities and core activities of the role**

To be responsible for:

- Developing and managing the learning resources in the Library in the context of an exciting expansion of LAE's library services.
- Ensuring that successful study happens in the Library and surrounding study space.
- Ensuring that the Library is central to learning at LAE.
- Working with all stakeholders to promote and develop the Library and its resources.
- Act as a curriculum resource adviser and provide academic support to teachers.

- Use selection tools/ review journals to keep informed about current literature for pupils.
- Organise efficient procedures and systems for delivery of library services including in a remote learning environment.
- Select and continually review resources to support the information needs of the school, particularly in relation to university admission and careers.
- Employ strategies to maximise access to print and electronic resources/information services.
- Ensure that the Library is multifunctional and a focal point for student learning.
- Manage library budgets and build library stock in conjunction with lead teachers.
- Coordinate displays, special events and activities to support learning and academic literacy.
- Develop and document library policies, goals and objectives and evaluate them on an on- going basis according to changing school needs.
- Work closely with the IT team to ensure high standards of equipment and delivery of ICT as a tool for teaching and learning in the Library.
- Work closely with the Admin function, assisting where appropriate with Admin tasks such as reprographics support.

### **Developing a reading culture**

- Teach library / research skills classes as required: specifically, to Sixth Formers undertaking the Extended Project Qualification.
- Prompting subject teachers to develop research-based learning tasks.
- Supporting individual students in their research.
- Identifying exemplary activity in this area (for example, in partner schools and universities) and bringing best practice to LAE.
- Support students in the use of a range of resources and technologies including use of the Internet.
- Promoting a love of reading and research, by leading initiatives on reading and research which invite increasing use of the Library.

### **Support and guidance for university applications**

- Offer guidance to pupils with their UCAS applications, including personal statement drafts.
- Coordinate the reference writing process for wider opportunities, such as summer schools, work experience and taster events.
- Support the Year 13 team with processing UCAS applications.

**The role has the following additional responsibilities, in common with all staff at LAE:**

- contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for each sixth former at LAE;
- ensuring that all students observe LAE policies relating to dress, behaviour and other matters, and that they take proper care of LAE's environment and resources;
- contributing, as far as reasonably practicable, to the programme of co-curricular clubs & societies programme, which may sometimes require reasonable evening or weekend commitments, some of which will be offsite;
- leading or assisting offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided, at LAE's expense);
- prioritising at all times the safety and well-being of the sixth formers by following the Welfare & Safeguarding policies;
- attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- providing cover for absent colleagues, and participating in arrangements for sixth formers' supervision during public examinations;
- participating in recruitment events such as Open Evenings and Assessment Days, some of which take place after 17.25 on weekdays or at weekends;
- maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- Recognise own strengths and areas of expertise and use these to advise and support others.
- looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- fulfilling any other reasonable duties, as requested by the Headteacher, Business Director or Deputy Heads.

This job description is not exclusive or exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken has not been identified. The post holder may be required to undertake duties, which are broadly in line with the above responsibilities.

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher and Business Director to ensure the efficient and effective operation of LAE.

### **Person specification**

Essential professional criteria	How these will be confirmed
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Educated to a degree level Excellent literacy skills	Sight of original exam certificates / academic qualifications will be requested.
Previous experience of engaging and supporting learners	
Enthusiasm for promoting literacy and reading	
Enthusiasm for, and ability to develop, reader initiative	
Enjoyment of working with young people	
Ability to prioritise tasks and to be able to show initiative	
Tidy, organised and methodical	
Commitment to the vision of LAE	
Strong communication skills	There will be opportunities at interview to discuss experiences and examples that demonstrate these. Referees will also be asked about these qualities.
A strong role model for academic learning Energy, drive and determination	
Strong communication skills	
Excellent IT skills	
An awareness of the central importance of safeguarding	
The behavior management skills to ensure that there is always a focused learning environment in the Library	
<b>Desirable professional criteria</b>	<b>How these will be confirmed</b>
<b>Qualifications</b> Library qualification (BA or MA level) A qualified First Aider (training will be provided)	Sight of original certificates
<b>Knowledge/Experience</b> Previous experience of working in a busy library environment Experience of report writing (for example, the writing of strategic documents) Librarian experience within an educational setting	Confirmation of former relevant employment will be requested