

JOB DESCRIPTION

Post Title:	School Librarian
Salary/Grade:	NJC G8-12 (£22,777-£24496 – FTE)
Employed by:	Northampton Free School Trust
Line Manager:	Curriculum Lead of English
Location:	Wootton Park School

Role Summary: Working to support the staff team and learners you will develop and maintain the Library as a vibrant area for individual study and to support Learners and learning areas in their work. You will ensure our learners continue to maintain high levels of education. To be motivated and inspirational to our learners, setting a positive and inclusive example. To contribute to the wider life of our school via enrichment activities.

Key Areas	Responsibilities
------------------	-------------------------

1.School Support	<p>To maintain the Library in good order and create/maintain a quiet, controlled atmosphere conducive to study and learning.</p> <p>To undertake stock maintenance and control.</p> <p>Manage the Library budget and the purchase resources with the support of the school business manager.</p> <p>To liaise with the wider community and outside agencies e.g. School Library Service, feeder schools, local libraries.</p> <p>To market the Library and arrange author visits, theme days etc.</p>
2. Learner Support	<p>To supervise and deliver support for learners with their learning during and outside the school day, when in the library area.</p> <p>To train learner librarians for routine tasks e.g. issuing loans, shelving books, processing new stock.</p> <p>To inform Library users/learners about new and existing resources and identify and respond to their requirements.</p> <p>To work with curriculum leaders to identify opportunities for them and their learners to work in, and to create displays for the Library.</p> <p>To support the whole school drive to improve literacy, working with students to select books that match their level of literacy and areas of interest.</p> <p>To be involved in some aspect of extra-curricular activities.</p>

- | | |
|--------------------------------------|---|
| 3. Administration | To carry out efficiently the various necessary administrative functions including school requirements in relation to the proper and accurate keeping of records. |
| 4. Appraisal/Performance Management. | To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues. |
| 5. Health and Safety | To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines. |
| 6. Safeguarding | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Requirements	Essential (E) or Desirable (D) requirements	Measured by: Application form (A) Selection process (S)
Education / Qualifications		
High standard of general education (minimum GCSE in English & Maths or equivalent)	E	A
An appropriate advanced level qualification (ideally NVQ Level 3) or a willingness to work towards one	D	A
Ability to use Microsoft packages	E	A
First Aid Qualified (or willingness to gain one)	D	A / S
Experience of		
Using a management information system	D	S
Previous experience in a library setting	D	A/S
Working using collaborative partnerships	D	A/S
Behaviours		
Natural communicator; relationship building skills with a range of stakeholders	E	A / S
Good interpersonal skills	E	A / S
Proactive and innovative	E	A / S
Knowledge and Understanding		
Understanding of the education system	D	A / S
Understanding of the Data Protection Act	E	A / S
Leadership and Skills		
Ability to plan strategically and effectively	E	S
Ability to delegate	E	S
Excellent ICT skills	E	A
Excellent communication skills, both verbal and written	E	A / S
Attributes		
Committed to the aims of Wootton Park School	E	A / S
Committed to Equality and Diversity	E	S
Committed to own continuing professional development	E	A / S
Clear view of what high standards and performance looks like	E	A / S
Proactive / strong problem solver with the ability to make things happen	E	A / S