



Job Description and Person Specification

**School Librarian & Learning Manager
(Study Centre)**



School Librarian + Learning Manager (Study Centre)

Salary: Scale 6

Purpose of the post:

- The postholder will be responsible for the organisation and supervision of the school library.
- To provide stability and continuity for students whose lessons are affected through short-term teaching staff absence.

Reporting to: Trust Director of Literacy, Reading and Oracy

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Resource Provision

1. To select resources (books, a/v and multi-media resources) for the library which support both the teaching of the general curriculum and wider reading for pleasure.
2. To catalogue and classify resources
3. To update, maintain and promote the library stock on a regular basis
4. To promote resources held in the library by initiating a series of displays and promotions.
5. To develop an in-depth knowledge of the literature (both fiction and non-fiction) for Key Stages 3 and 4 in order to be able to advise and support students and teachers in their selection of materials.
6. To promote the appropriate use of the Internet in the Library.

Management

1. To undertake general library duties – register users, process books for issue, issue and discharge books, shelve books, issue overdue notices, etc
2. To monitor expenditure within an approved budget and make recommendations in relation to future budget expenditure
3. To compile and present statistical information concerning levels of library use in an annual report to SBR and BM.
4. To ensure a high standard of library environment at all times
5. To maintain and ensure development of the computerised library management system.
6. To take an active part in staff training and meetings in order to promote the library and keep informed of school developments
7. To assist in the development of the library policy and ensure that development plans are updated on a regular basis and incorporated into the school development plans
8. To encourage students to become involved in the running of the library

Support for Learning

1. To assist students and staff in the use of the library resources
2. To organise a programme of induction for all new students and staff
3. To assist in the development of a programme of learning skills to enable students to become confident library users and independent learners
4. To accommodate and assist teaching staff with resource based lessons held in the library area
5. To promote and supervise the use of the library by students both before and after the end of the school day (8 – 8.30 am + 3.00pm – 4.00pm).
6. To implement the Accelerated Reader programme: liaise with the English dept. to timetable classes into the Library; monitor progress of all pupils; submit a bi-annual report of progress made to SBR, BM + English dept; involve Form tutors in promotion of AR programme.

Learning Manager

1. To deliver the cover lessons in the Study Centre according to the plans devised by subject teachers
2. To communicate effectively and sensitively with students to support their learning
3. To use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment
4. To organise and manage safely the learning activities, the physical teaching space and the resources for which they are given responsibility
5. To make use of the school disciplinary and reward systems

Any other reasonable task requested from the Headteacher

To undertake any other duties related to the work of the school appropriate to the post as may be assigned.

Contacts

Students, parents, teaching and support staff, other Library staff, Colleges and independent organisations, suppliers, sales representatives

Supervision

There will be close liaison with Senior Leadership Team and the English Dept. The postholder works mainly on his/her own and does not rely on supervision for guidance except on particular problems.

GENERAL

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To fulfil personal requirements, where appropriate, with regard to Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in Trust's schools.
- To work positively and inclusively with colleagues so that the Schools and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Person Specification

Attributes	Essential	Desirable	How identified
Experience	<ul style="list-style-type: none"> Experience of working with young people of all ages. 	Experience of working in a school, library or other learning environment.	Application form Interview
Education and Training	<ul style="list-style-type: none"> GCSE qualifications or equivalent in Maths and English at Grade C or above. 	Degree in Information, English or other relevant subject.	Application form Interview Qualification certificates
Knowledge & Skills	<ul style="list-style-type: none"> Strong interest in children's and young adult literature – both classic and contemporary. Passion for reading. Good written and verbal communication skills. ICT skills, including a strong basic understanding of Excel. Excellent communication and organisational skills. Ability to work on own initiative and prioritise workload. 	<ul style="list-style-type: none"> Knowledge of or experience with Accelerated Reader. Knowledge of or experience with a library system. Behaviour management skills. Knowledge of school policies on child protection, safeguarding and health and safety. 	Application form Interview

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The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



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