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Brannel School

LIBRARIAN

Job Description & Person Specification

Job Description

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| Purpose of the Post: | To maintain and develop the library as a well functioning learning and resource centre within the school so as to make a fundamental contribution to the development of the curriculum. |
| Reporting to: | Head of English |
| Location: | Based at Brannel School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust. |
| Salary Grade: | Grade F |

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| Hours: | 29 hours per week, term time plus 3 INSET days (38.6 working weeks / 44.194 paid weeks) |

**Principal Responsibilities:**

* To assist students in accessing and utilising the library resources. To provide a booking in/out system, an inter-library loan and a book reservation service for the library and to deal with pupil and staff queries and requests. To oversee the use of ICT resources in the library and to provide instruction on the systems operated within the library.
* To administer a booking system for the issue and return of equipment such as audio-visual recording equipment, cassettes, videos, slide projectors etc.
* To select project collections for teachers and compile reading lists for specific areas within the school. To undertake shelving, cataloguing, classification, and stock control of all library resources.
* To create, mount and maintain displays within the library and associated areas. To undertake word processing and reprographic work relating to the library, including the production of study guides, work sheets and other learning materials.
* To oversee the work of library assistants working within the school library/resource centre, including providing guidance, coaching and training on library procedures where necessary.
* To consult to ensure library resources and stock purchased meet the curriculum requirements for staff and the needs of pupils within the library’s budgetary constraints. To purchase stock through meetings with sales representatives and via discount warehouses, local book shops, achieving maximum discounts available.

* To assist in the control of the book budget and keep full and accurate records of stock ordered, purchased and costs. To prepare statistics in respect of library resource stocks and accounts as required.
* To assist in the selection of books for return to and acquisition from Cornwall Library and Resources Collection scheme on a regular basis. To liaise with the Education Library Service and other relevant agencies.
* To maintain an awareness of wider developments in school libraries/resource centres, including potential uses of Information and ICT in library work and curriculum developments. To make suggestions for improvements as appropriate.
* To maintain an awareness of the national literacy strategy and ensure this is fully supported by the library’s resources.
* To train pupils as librarians and oversee their work.

* To encourage appropriate behaviour in the library and seek assistance from the teacher as and when necessary.

**General Responsibilities applicable to all staff:**

* To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
* To work effectively with other members of staff to meet the needs of all students.
* To work with professionalism in line with the Trust's Code of Conduct.
* To attend staff meetings and Trust-based INSET as required.
* To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
* To be aware of and adhere to all applicable Trust policies and procedures.
* To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

* This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
* The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
* This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust’s policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

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| **Selection Criteria** | **Essential** | **Desirable** | **How Assessed** |
| Education and  Training | * Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths. * Good standard of practical knowledge, skills and experience of working within a resource centre or library. * Communication – demonstrates a good level of spoken and written skills. | * Level 3 qualification (NVQ, AVCE or ‘A’ Level) in a subject related to the specialist area * Relevant work experience within a school/ college environment. * Attainment of a professional qualification in librarianship, information management, or a related subject. | Application Form/ Interview/ Certificates |
| Skills and Experience | * Good communication skills, both written and verbal. * A willingness to take action and to make decisions independently. * A desire to understand how things work and to seek out opportunities to learn and grow. * Ability to adapt easily to different situations. * Demonstrate a willingness to learn. * Organisational skills. * Self-motivated. * Enjoys working with children/young people. * Ability to work on own initiative and as part of a team. | * At least 3 years relevant work experience within a school/college environment. | Application Form/ Interview |
| Specialist Knowledge | * Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. * Demonstrates an awareness, understanding and commitment to equality and inclusion. |  | Application Form/ Interview |
| Values Related Qualities | * **Collaborate** – ability to work effectively as a team * **Empower** – ability to take initiative and problem solve in order to improve performance * **Leadership** – to lead by example and achieve shared goals * **Transformation** – ability to recognise a need for change and adapt accordingly |  | Application Form/ Interview |