



LOWER SCHOOL TEACHER LIBRARIAN JOB DESCRIPTION

Job Title:	Lower School Teacher Librarian		
Line Manager:	Lower School Director of Studies	RA Point:	RA1

Purpose of Job

The Lower School Teacher Librarian is a key position which involves leading and managing the Lower School Library curriculum and ensuring that all students experience poetry, storytelling, and other word experiences that help them appreciate literature and motivate them to read for learning and pleasure. Developing a lifelong love of reading will be an integral part of this post and ensuring that our children are enthused by the literature around them. Library skills are taught to help our learners prepare to use libraries, books and information throughout their lives. We also use digital technologies to show how these tools make finding, synthesising and presenting information easier. The post holder will work closely with parents to share the importance of reading from our youngest students in Lion Cubs all the way through to Year 5.

Duties and Responsibilities

Core Duties

1. Lead and manage the Library elements of the Harrow Lower School Curriculum
2. Oversight of the Lower School library staff to ensure the smooth management and day-to-day running of the Lower School Libraries
3. Ensure that staff are able to deliver quality library sessions effectively across the curriculum through advice, support, modelling & CPD and the creation of opportunities for colleagues to learn from each other
4. Lead library sessions to Lower School classes and act as a role model in the planning and delivery of own teaching of library skills and encourage the sharing of best practices amongst colleagues
5. With support from the DoS and Head of English, devise a development plan for the library with clear targets, success criteria and timeframes (in liaison with DoS and HoLS) and promote and subsequently monitor the initiatives that embrace this area
6. Liaise with the Head of Digital Technologies (LS), Year Group Leaders, Upper School Teacher Librarians in relation to subject consistency
7. Coordinate the use of shared resources and budgets within the Early Years and Pre Prep libraries and shared teaching areas within the Lower School
8. Work with form teachers to enhance reading areas and libraries in form rooms
9. Work as a member of the English Team, to have shared oversight of the Reading Band Books, ensuring that each year group is well-resourced with appropriate decodable books for their form libraries.
10. Foster language-rich, inclusive and inspiring library environments that promote oracy, vocabulary development and a lifelong love of reading
11. Rich knowledge of children's literature and keeping up to date with contemporary and new releases

Curriculum Related

1. Ensure that the Library Curriculum follows global best practices, links with wider curriculum themes and allows students to reach their full potential in terms of flourishing as young readers, preparing them to use libraries, books and information throughout their lives
2. Nurture the development of quality teaching and learning strategies and set a model of excellence in classroom practice, ensuring library curriculum planning is implemented by class teachers



3. Maintain up-to-date and easily accessible Curriculum Guidelines and resource records for the library (including details of planning, teaching, assessment and reporting)
4. With support from the DoS:
 - a. monitor long-term and medium-term planning of the subject for every year group, ensuring continuity and progression in all areas of the curriculum, and, where appropriate differentiation
 - b. contribute to staff meetings and lead INSET for staff to develop the curriculum area and disseminate information regarding curriculum developments, etc.
 - c. monitor the delivery of the curriculum
5. Oversee and review curriculum information for parents, coordinating and delivering parents' curriculum meetings and/or workshops, as appropriate
6. Support the development of information and digital literacy skills as part of the library curriculum.

Assessment, reporting and recording

1. Monitor, with the Director of Studies and Head of English, the procedures for assessing, moderating and recording the children's levels of achievement
2. Collect and analyse data on reading engagement and attainment, using this to inform future planning and interventions.
3. Scrutinise students' outcomes as necessary to monitor and compare attainment levels, learning outcomes, and identify particular strengths or areas of weakness that need addressing

Other Responsibilities

1. Raise the profile of the libraries by organising displays, events, house competitions, workshops, assemblies, activities. Develop opportunities for student librarians, reading ambassadors or book clubs to promote student ownership and leadership within the library
2. Work with the English team to develop a World Class Book Week(s) and Book Fairs in Lower School
3. Facilitate CPD through peer observation and/or team teaching opportunities
4. Assist in the orientation programmes for teachers new to the school
5. As part of the role, there may also be a requirement to provide general cover across the curriculum and across year groups
6. Undertake other reasonable duties as requested by the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school
7. Attend English team meetings when necessary to develop reading across Lower School

Requirements

- Qualified Teacher Status
- Excellent interpersonal skills
- Proven experience and expertise in library and literature
- Ability to lead staff training
- Excellent ability in written and spoken English
- An outstanding role model in the classroom
- Well-organised and proactive with excellent ICT skills
- Up-to-date knowledge of the English National Curriculum for English and Computing and the wider English National curriculum
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children



- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in School activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the School.