



## **Job description**

### **The Grammar School at Leeds**

#### **Job title: Librarian**

**Responsible to:** Head of Library and Information Services and through him/her to the Vice Principal (Head of Senior School).

**Main purpose of job:** To contribute to the Library and Information Services in the Senior School and to provide support, as required, in GSAL Primary.

#### **General responsibilities**

- As a member of the library team, to provide assistance to all library users and to participate in the oversight and control of the library as well as contributing to an overall friendly, welcoming and at the same time productive atmosphere in all three libraries.
- Contribute to an efficient and effective enquiry and lending service to all our users throughout the school day.
- Take responsibility for the maintenance of subject areas of GSAL libraries and assist in the selection and cataloguing of resources.
- Liaise with teaching staff across GSAL in the planning and support of library-based lessons.
- Assist in the development and implementation of the Collection Management policy, including stock editing and participating in a stock check when required.
- Provide front-line library ICT support.
- Supervise and maintain good order in all libraries.
- Undertake day-to-day library tasks, including issue and return of resources, shelf tidying, basic repairs to stock and keeping the libraries tidy.
- Provide professional support for GSAL Primary phase.

#### **Specific responsibilities**

- To participate in the information skills programme for senior school and the Primary phase, in consultation with the lead librarian and in liaison with academic departments or GSAL Primary phase staff.
- To take part in the resource acquisitions process across the library service – including cataloguing and classification.
- To deliver the library induction programme for pupils and staff and take part in the transition process in all parts of GSAL.
- Front-of-house: Supervision of the day-to-day running of GSAL libraries, the day-to-day use of the library management system, appearance and tidiness of the libraries, shelving, equipment, library bookings, noticeboards, library signage. This is not an exhaustive list.

- To disseminate information on resources to pupils and staff, including displays, bibliographies, library guides or digital methods.
- To contribute to the delivery of the information skills programme across GSAL.
- To promote reading for pleasure across GSAL libraries and to deliver the Reader Development programme to support this.
- To engage with technology for learning to support the school's strategic development plan.
- To engage with current trends in pedagogy to support the school's teaching and learning programme.

**General:**

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All staff should be aware of the school's health and safety policy and implement it as appropriate.

**Person specification**



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<b>Job title:</b>	Librarian
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<b>Location:</b>	The Grammar School at Leeds, Alwoodley Gates
<b>Summary of duties and responsibilities:</b>	To contribute to the professional Library and Information Services in the Senior School and to provide professional support, as required, in the Junior School and Rose Court

### **Qualifications & attainments**

1. Ideally qualified to a degree level but three A levels at grade C or above minimum
2. Qualification or considerable continuous experience in librarianship at a professional level. For example, degree in Library and Information Management and/or Chartered Librarian.

### **Experience & knowledge**

3. Good knowledge and understanding of the reading and information resources required by students.
4. Good knowledge and understanding of digital resources, including e-books and the positives and negatives of this
5. Evidence of relevant continuing professional development.
6. Experience of using a Library Management System.
7. Experience of teaching and presenting to whole classes.
8. Proven track record of enhancing and contributing positively to Library and Information Services in a school or educational establishment.
9. Experience of managing pupils as clients in a busy library.
10. Proven track record of promoting library use among pupils and staff.
11. Experience of delivering courses in information skills.
12. Sound knowledge of literature for children and young adults.
13. Understanding and knowledge of education technology in the classroom

### **Skills & qualities**

14. Excellent IT skills and familiarity with Office 365 and its applications in a modern school environment
15. Reliability and commitment
16. Good communication skills, friendly and approachable.
17. Good organisational skills with the ability to work calmly under pressure whilst managing a demanding work load and achieving desired results.
18. Optimism and enthusiasm.
19. Honesty and integrity.
20. Excellent skills in presenting to groups

### **Values & ethos**

21. A clear understanding of the role of LIS in supporting teaching and learning, particularly in raising levels of student achievement, and a desire to facilitate this.
22. Ability to express the ethos and culture of GSAL within the everyday work of the service and to communicate this vision clearly to staff and pupils.
23. Ability to co-operate and to work flexibly and effectively as a member of a team.