

## Job Description

**Job Title:** Librarian

**Responsible to** Assistant Headteacher for Teaching and Learning / Whole School Literacy Coordinator

**Grade:** H6 - H7 (dependent on qualifications and experience)

**Hours:** 37 hours per week, term-time plus 10 days

**Date:** 2024

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

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### Job Purpose

- To manage and oversee all matters relating to the smooth and efficient operation of the school library
- To be responsible for the acquisition and management of library materials and the development of the library as a learning resource centre.
- To ensure that staff and students are aware of the services available and to encourage maximum use of the library's resources and the potential of the library as a centre for learning.

### Personal and Professional Standards

- To support the aims of the school
- To fully support the Catholic ethos of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

### Responsibilities include:

#### 1. Supporting Students

- Supervise and oversee study in the school library including timetabling, general discipline and induction into the use of the library's facilities.
- Work with individual students in assisting them to select books that match their level of literacy and areas of interest.
- Supervise students at lunchtimes in the library.
- Lead and supervise homework and other clubs in the school library.
- Work in a positive way to minimise the incidents of late returns and loss.

- Supervise student librarians, arranging induction and providing any appropriate training.
- Work closely with the Sixth Form team to ensure the library is used regularly for effective independent study
- Support in the training of Sixth Form reading mentors, and support in the use of the library as space for reading mentoring during tutor periods.

## **2. Supporting the Curriculum**

- Assist in developing, implementing and maintaining a policy for the management and use of the library as a resource which supports learning and teaching in the school.
- Promote a love of reading and the use of the library as an essential part of the wider curriculum.
- Support teaching staff across departments in utilising the library within their teaching
- Encourage the active participation of teachers and students in accessing all the facilities and resources available through the school's library, including project work.
- Collaborate with subject leaders to develop reading lists and identify resources appropriate to their schemes of work
- Develop links with other local school libraries/librarians for professional development.

## **3. Management of Resources**

- Have overall responsibility for the management of the school library
- Act as a responsible budget holder for the effective budgetary planning and management of library resources.
- Select, source, organise, advise on and promote learning resources in all formats which support the curriculum and learning and teaching in consultation with school management and other teaching staff.
- Index, catalogue and classify learning resources in the library resource centre and develop and maintain accurate and reliable catalogue and lending systems.
- Monitor educational materials for use in school in order to identify appropriateness of material.
- Monitor and evaluate the effectiveness of the service provided by the library resource centre and implement changes where necessary.

## **4. Promotion of the Library**

- Maintain the library in good order and create and maintain a productive atmosphere conducive to study and learning.
- Promote the use of the school library and encourage students to read for pleasure through displays, competitions, reading groups, national events such as World Book Day etc.

## **5. Continuing Professional Development**

- Take responsibility for personal professional development, keeping up-to-date with research and developments related to the provision and management of the libraries.
- Undertake training as appropriate to meet the requirements of this role.

## **Personal Characteristics**

- Flexibility and adaptability
- Ability to work under pressure, whilst continuing to prioritise and perform effectively
- A genuine commitment to improving the quality of provision for students in the school
- Commitment to further training and development
- Ability to work accurately and to deadlines

- Demonstrate a willingness and competency to work using own initiative
- Ability to develop and maintain positive working relationships with students, staff and parents/carers
- Ability to work with individuals and small groups of students

### **Specific Skills**

- Chartered member of CILIP (desirable)
- Experience of working in a school library (desirable)
- Experience of working in a school environment (desirable)
- Knowledge of policies, practices and procedures for library management
- Knowledge, understanding and competence in ICT including using library management systems
- Understanding of budget management
- An awareness of current educational practice
- Knowledge and understanding of academic research
- Ability to analyse needs of library users and secure appropriate resources to meet needs
- Excellent administrative and organisational skills
- Excellent written and verbal communication

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced Disclosure and Barring Service check