



## Job Description

Job Title: Librarian

Hours of work: Full Time 9am-5.00pm (4.30pm on Fridays) 30 minutes for lunch, Term time + 5

Inset Days

Salary Scale: C

### MAIN DUTIES

- Promoting and organising the library as an effective whole school resource through consultation with staff, pupils and outside agencies where appropriate.
- Supervision of Library users during the school day.
- Working alongside the literacy lead to support and promote the literacy strategy.
- To support the implementation of the Accelerated Reader programme.
- To implement system so that pupils have access to eBooks and digital information resources.
- Supervision and promotion of homework and catch up clubs.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people in line with relevant school policies and statutory guidance.

### SPECIFIC DUTIES

- Promoting and organising the library as an effective whole school resource to support teaching and learning through consultation with staff, pupils and outside agencies where appropriate.
- Enthusiasing and engaging students in a love of reading throughout the school and coordination of reading activities and events.
- To promote the library as a learning resources across the school, and to support wider school literacy initiatives.
- To contribute to pupil progress, specifically in reading, writing, comprehension and literacy, by providing online support for pupils working remotely.
- To co-ordinate the academic out of hours learning through supervision and support for pupils during homework clubs and catch up sessions.
- To implement, promote and manage the students use of eBooks and online library resources.
- To assist with research skills and project-based work in the library for all ages of pupils and liaise with teaching staff to develop this.
- Identifying, subscribing and promoting newspapers and periodicals that will enrich our pupil's cultural capital.
- Selection, pricing and purchasing appropriate resources for the Library at the most favourable price.
- Jacketing, labelling and cataloguing of resources and maintaining currency of material.
- Administering computer-based library management system to its full potential incorporating effective liaison with the software suppliers.
- Liaison with software providers and identifying relevant training opportunities.
- Supervision of library users during the school day.
- Offering advice/guidance to Library users regarding most appropriate use of resources.
- Supporting the Accelerated Reader programme through stock management, colour coding of books, assisting STAR reading tests, establishing and running reward schemes for pupils, and supporting library lessons.
- Preparing book boxes and additional resources / activities for staff members to promote literacy across the curriculum.
- Following consultation with your line manager be aware of curriculum requirements and offer advice and support through purchase of appropriate resources in consultation with subject heads.
- Maintaining the Library area ie, shelving and displays to provide an attractive and stimulating environment for users.
- Selection and training of pupil Librarians.
- Managing Library facilities ie, use of any computers, printers, etc.
- Perform stock checks at regular intervals.
- Design and implementation of reader schemes to increase loans.

- Dealing with book suppliers and external agencies in an appropriate manner.
- Preparing information and guidance for prospective pupils and parents.
- Control of Library budget.
- Supporting parent's information evening where required.
- To undertake any other duties which may reasonably be regarded as within the nature of the post, subject to the proviso that any changes of a permanent nature be incorporated into the job description in specific terms.

### **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

### **Pastoral Care**

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

### **Continuing Professional Development – Personal**

- In conjunction with your line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Identifying relevant training opportunities and informing Line Manager thereof.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.