

Librarian Job Description

Job Title: Librarian
Pay grade: Grade 4, Point 9-14
Responsible to: Principal via Line Manager (Literacy Lead)

CORE PURPOSE

- To support the ethos and culture of the school as defined by the Principal
- To contribute, significantly, to the school's development
- To be responsible for the day to day running of the library
- To be accountable for monitoring and managing resources
- To work actively alongside subject departments to support student learning
- To support high standards of learning and achievements by providing a safe, stimulating and purposeful environment

PRINCIPAL RESPONSIBILITIES AND TASKS

Librarian

- Lead on the day to day running of the library
- Responsible for sourcing, ordering and caring for the check in/check out books and magazines in the library which are appropriate for the age range students and will stimulate and encourage their interests in books
- Ensure non-fiction is current and accurate
- Maintain the online library resources
- Clean and store equipment and rooms after use
- Work with Literacy Lead to stage events to raise the profile of the library within the school and the wider school community
- Ensure general tidiness of the workplace in the interests of health and safety
- Create and maintain displays in the library and around the school (where applicable)
- Deliver and monitor progress of small group and 1 to 1 reading intervention sessions as directed
- Create a maintain a professional relationship with students and staff
- Deliver training sessions and lessons in resource based study skills, online resources and promotional events
- Oversee and manage the student leadership within the library
- Liaise with Line Manager in planning and development of the library to complement whole school priorities

Additional Duties

- To play a full part in the school community

Please note - this is not an exhaustive list of duties and responsibilities, and you may be required to fulfil other responsibilities from time to time as agreed with the Principal.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> ● Good level of Literacy and Numeracy skills, minimum GCSE Grade C and above in Maths and English ● Knowledge and understanding of library setting ● Experience of working with children in a school setting ● Effectively use of IT ● Ability to work effectively in supporting young people with literacy and encouraging a love of reading ● proven ability of developing and maintaining good relationships with young people whilst insisting on high standards of behaviour 	<ul style="list-style-type: none"> ● Degree level or appropriate equivalent qualification ● Able to maintain stock records ● Knowledge of school safeguarding procedures and policies ● Understanding of the wider curriculum, beyond school and the opportunities it provides for students and the community
Personal Qualities	<ul style="list-style-type: none"> ● Hardworking and enthusiastic ● Confidence and skill to instruct group of young people ● Excellent organisational, motivational and communication skills ● Resilient ● Positive ● Personable and approachable ● Calm ● Consistent 	