



LAURUS

TRUST

Job Description and Personal Specification

Librarian



Librarian

Salary: Scale 5

The Laurus Trust is seeking an enthusiastic and passionate Librarian to manage the day-to-day running of our stunning new library at Laurus Cheadle Hulme School. A qualification in librarianship is not necessarily required; more integral is a genuine love of literature partnered with the zeal, creativity and drive to inspire a reading culture that develops impassioned life-long readers.

Key Responsibilities

Library Management

- To use the "Access-It" library system to catalogue books and other library resources; issue, return and renew books; and generate reports.
- To manage resources within the library, including the selection and organisation of books and other learning materials, subject to approval from the library budget holder.
- To ensure that the library is a well-ordered and aesthetically pleasing space, encompassing the creation and upkeep of visually pleasing, changeable library displays.
- To manage the student librarian team, assigning tasks and ensuring that student voice remains integral to the development of the school library.
- To assist in the promotion of a school-wide culture of reading through the implementation of library events, competitions and challenges; and the creation and development of after-school library clubs.
- To assist students in the selection of reading materials, recommending books as appropriate.
- To support the facilitation of library events as directed by the Reading Co-Ordinator, including Harry Potter Book Night and the Scholastic Book Fair.
- To ensure that library events and activities are represented in assemblies and form-time messages.
- To maintain a photographic record of key library events, to assist the Reading Co-ordinator in the elevation of the library's public profile through external communication channels, including social media.
- To manage behaviour within the library at break and lunch-times, promoting high standards of conduct by establishing a positive, friendly and engaging working atmosphere.

Accelerated Reader

- To record and monitor students' performance in Accelerated Reader quizzes, ensuring that progress is regularly communicated to both students and staff.
- To facilitate Accelerated Reader lessons, under the direction of the Head of English and Reading Co-ordinator.
- To administer STAR Reading tests to students at the beginning of each new term.
- To deliver and present the Accelerated Reader prize assembly at the beginning of each half-term.
- To occasionally deliver small group interventions, as directed by the Head of English or Reading Coordinator.

Other Responsibilities

- To promote and safeguard the welfare of students within Laurus Cheadle Hulme School.
- To form positive and inclusive working relationships with staff, parents and students of a diverse range of ages and backgrounds.

Job Activities

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the department and in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities

Person Specification

Attributes	Essential	Desirable	How identified
Experience	<ul style="list-style-type: none"> Experience of working with young people of all ages. 	Experience of working in a school, library or other learning environment.	Application form Interview
Education and Training	<ul style="list-style-type: none"> GCSE qualifications or equivalent in Maths and English at Grade C or above. 	Degree in Information, English or other relevant subject.	Application form Interview Qualification certificates
Knowledge & Skills	<ul style="list-style-type: none"> Strong interest in children's and young adult literature – both classic and contemporary. Passion for reading. Good written and verbal communication skills. ICT skills, including a strong basic understanding of Excel. Excellent communication and organisational skills. Ability to work on own initiative and prioritise workload. 	<ul style="list-style-type: none"> Knowledge of or experience with Accelerated Reader. Knowledge of or experience with a library system. Behaviour management skills. Knowledge of school policies on child protection, safeguarding and health and safety. 	Application form Interview

May 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment