

JOB DESCRIPTION

JOB TITLE	Head Librarian
DEPARTMENT/SECTION	Information Services
REPORTS TO	Information Director

JOB SUMMARY:

Retirement of our Head Librarian means that we are seeking to appoint a creative, confident and enthusiastic qualified librarian with high people and IT skills to lead the team. A passion for all forms of reading for pleasure (including 'reading' modern media), developing robust research and information skills, and foresight, will allow you to develop an extensive, efficient, modern and relevant library service, to further integrate into the active learning experience of over 1400 pupils from 4 to 18.

Part of our integrated Information Services, alongside E-Learning and Information Systems, Library services are forward looking and focused on present and future information needs and skills. You will need the necessary social skills to engage with academic departments to assure that our well-stocked libraries, extensive range of electronic resources, and services are dynamic, up-to-date and utilised to benefit teaching, learning and management. Libraries are based in the Martin Centre for Innovation, and in the Prep School. The libraries are also safe havens, a working space, and activity area for many pupils. Your personal care and interest in individual pupils and their diverse interests, will maintain our libraries as welcoming, safe spaces with related activities for everyone.

Library staff and services play a vital role in providing resources, instruction and support to GCSE and A-Level students, all of whom must complete a Higher and Extended Project Qualification (HPQ/EPQ) as an examined subject, an area in which you would also actively participate. The Martin Centre includes a large reading room for collaborative work, as well as smaller "project room" workspaces. All pupils bring their own devices to school and can access to the library catalogue and electronic resources at any time.

You will lead, manage, care for, and develop a department of three professional librarians, a teacher librarian and a library assistant in the day to day running of the libraries, who work a variety of hours to cover our opening hours of 7:20 am-6 pm. Your participation in the Information Services team will allow you participate in developing innovative and integrated strategies aligning all information disciplines and priorities that affect pupils, parents and staff.

KEY DUTIES AND RESPONSIBILITIES:

Library and Information Service Planning and Development

- Develop and promote library services vision, strategies and plans with the Information Director and others.
- Develop and manage annual and long-term plans for the library services, including budgets and staffing.
- Develop and promote the libraries' range of services, activities and skills in support of teaching and learning, pastoral care and the co-curriculum.

Library Operations and Environment

- Manage Library Operations to ensure that library services and resources are provided to pupils and staff members as required, and within budget and staff capacity.
- Manage the library environments to be welcoming reading, working, collaboration and activity spaces for pupils and staff. Manage pupil and staff expectations and behaviour to create and maintain a safe, pleasant and functional Library environment.

Information Resources

- Develop and Manage Library Resources to support the curriculum, independent learning and reading for pleasure, across the school, to support staff and management development.
- Maintain resource catalogues or inventories, and report on acquisition, utilisation and disposal of all resources.

Information Literacy

- Support and participate in the development and teaching of Information Literacy and Research Skills through subject assignments or Project Qualifications.

Library Relations

- Maintain positive and productive relationships with Academic and Support Leadership and Management, and the Forest School community.
- Liaise with the Heads of academic departments
- Maintain and develop professional relationships with other Independent Schools, organisations and individuals to inform and support library services.

Professional Development

- Support the professional development library staff, including own development, to continuously raise professional standards, specialisation and integration with related disciplines in teaching and learning, e-learning, digital and online media and knowledge sharing.
- Maintain professional awareness including membership to CILIP/SLA for yourself and library staff.
- Develop own professional and personal skills in line with developments in library and information sciences, general management, education and working with people, especially young people.

Staff Management

- Manage staff performance, training and development, leave and other staff matters, with support from the Information Director and Human Resources.
- Manage library staffing requirements with the Information Director.

HOURS OF WORK

The post is full-time, although there may be some flexibility in the arrangements for the hours of work to meet the needs of the school. Hours of work are based on 40 working hours per week with a minimum of six weeks' holiday. It is expected that the hours of work will be 8.00 a.m. to 4.30 p.m. with a half-hour lunch break, and will be agreed to suit lunch or other arrangements.

SAFEGUARDING:

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

FOREST SCHOOL'S POLICIES AND PROCEDURES

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If, during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.



PERSON SPECIFICATION

JOB TITLE	Head Librarian
DEPARTMENT/SECTION	Mathematics

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
<ul style="list-style-type: none"> Degree, to Hons level Professional Library Qualification Master, or higher level qualification 	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	√
PROFESSIONAL AFFILIATION		
<ul style="list-style-type: none"> CILIP Membership 	√	
EXPERIENCE:		
<ul style="list-style-type: none"> Extensive school library experience, especially teenage pupils. Working with young children. Using library management systems for operations and management. (Oliver LMS would be beneficial) Providing online and digital resources to support students' learning and research, and to support staff members. Promoting, developing and supporting research and information discipline and relevant resources to pupils (to staff would be beneficial). Supporting Project Qualifications (HPQ/EPQ) Children's and teen fiction, and of promoting reading for pleasure to them. Managing and developing library staff, team development and performance. Library resource planning and management, including budgets, staffing and facilities. Making the library environment attractive, relevant and appropriate to its various uses and users. Experience of library resource planning and management, including budgets, staffing and facilities 	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>
KNOWLEDGE & SKILLS:	ESSENTIAL	DESIRABLE

<ul style="list-style-type: none"> • A strong interest in, and knowledge of the latest developments in school libraries, information sciences/literacy, media, online resources, and education. • Strong IT skills in spreadsheet use for analysis, use of library applications and online resources. • Knowledge of children's and teen fiction, and of promoting reading for pleasure to them. • Strong organisation and time management skills • Strong intra-personal and interpersonal skills • Ability to inspire, support, encourage pupils of all ages, and manage appropriate behaviour in a positive, supporting manner. • Ability to integrate library services and priorities with teaching staff in a supporting manner. • Ability to exert influence toward positive outcomes in a non-confrontational manner, with pupils and staff. 	 √ √ √ √ √ √ √	√
APTITUDES:		
<ul style="list-style-type: none"> • Commitment to improving reading for pleasure, information literacy and related information society skills • Ability to work well as part of a team, and to build trust and openness • Inspiring colleagues to deliver excellent, caring services to pupils and staff. • Understanding and sensitivity to time, work priorities and pressures on teaching staff. • Discretion, courtesy, honesty and integrity. • Reliable, punctual, diligent and well-organised. • Open-minded, forward thinking approach to the positive use of technology in education and as citizens in a developing information society. • Ability, and interest to develop appropriate IT skills. • Passion, Enthusiasm, and ability to motivate and inspire students • Commitment to safeguarding and the welfare of students • Willingness to be involved in the wider life of the school 	 √ √ √ √ √ √ √ √ √ √ √	