



JOB DESCRIPTION

JOB TITLE:	School Librarian
RESPONSIBLE TO:	Principal/Senior Manager
RESPONSIBLE FOR:	Library Assistants

MAIN PURPOSE:

- To manage and oversee all matters relating to the smooth and efficient operation of the School Library.
- Responsibility for the acquisition and control 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 resources.
- To ensure that staff and students are aware of the services available and to encourage maximum use of the library's resources.

Main duties and responsibilities:

1. To manage the effective use of the library, as a multi-media resource centre by students and staff in the development of learning programmes.
2. To implement and develop the School Library Policy, in accordance with the School Development Plan.
3. To prepare and manage the library budget, including funds allocated for the purchase of the library materials, equipment and furniture and the development of information services from school funds and other sources.
4. To select and purchase library resources in all appropriate formats, in consultation with the various Heads of Department and teaching staff, utilising an appropriate range of suppliers.
5. To organise the cataloguing, classifying and indexing of the library's resources and resources located elsewhere in the school, in all formats, as required. This should ensure that access to and retrieval of material and information is as efficient as possible.
6. To manage the day to day organisation of the Library, including the supervision of routine clerical duties such as filing, shelving, issue and recovery systems.
7. To promote a positive learning environment within the Library.
8. To deliver the Library's contribution to national literacy strategies and to encourage students to read widely.
9. To ensure the book stocks are carefully monitored.
10. To develop, in consultation with teaching staff, the provision of information services using appropriate technology to support the curriculum and individual information needs.
11. To provide information for teaching staff, on matters pertaining to library support for the school curriculum.
12. To supervise library assistants, arranging induction training, undertaking appraisal and providing appropriate training and development opportunities
13. To provide programmes for library induction for teaching & support staff and students and to develop, in conjunction with Heads of Department, strategies for developing student skills to use the library and information resources.
14. To supervise and oversee study in the library including timetabling, general discipline and induction into the use of the library facilities.
15. To undertake in-service training and other training as appropriate to ensure continuous professional development and remain up to date.
16. To act as link between the school library and other information providers including other school libraries in the area and the school library service, having regard to Data Protection and Copyright legislation, to ensure there is an effective network for the supply of materials to meet demands.
17. To take responsibility for the health and safety of staff and users of the library.

18. To undertake such other duties of a similar level and responsibility as may be required from time to time.

Queensbury Academy is committed to the safety and well-being of its students and staff. Safeguarding children is at the core of the academy activity. Staff and volunteers will be expected to adhere to the Safeguarding Children Policy and procedures at all times and conduct themselves appropriately in accordance with the guidance.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Governors. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.