



# ASHVILLE

HARROGATE

## JOB DESCRIPTION

<b>JOB TITLE</b>	Librarian
<b>DEPARTMENT</b>	APS
<b>REPORTING TO</b>	Director & Assistant Director of Prep, Academic and Deputy Head, Academic.
<b>SUPERVISORY RESPONSIBILITIES</b>	The day to day running of the library, its organisation and management of children's activities.

### SUMMARY OF JOB ROLE

The Librarian should be an outstanding practitioner who recognises the importance of reading and books in the lives of young people. They must be committed to creating a culture of reading for pleasure and be willing to work alongside class teachers and T.A's in supporting reading and academic activity, whilst running a well organised and purposeful library that engages the pupils and helps to create a reading culture throughout the school and an appropriate set of academic skills in the children.

### MAIN DUTIES

1.

#### **Personal / Professional**

A librarian should:

- Have a knowledge of children's fiction both past and present and keep abreast of new material.
- Set an example in the way that reading and reading for pleasure is promoted in the school.
- Communicate an enthusiasm and excitement for the library and its wider extra-curricular potential.
- Plan and deliver engaging lunchtime activities for children which inspire a love of books both fiction and non-fiction.
- Ensure the library displays are kept up to date and are of a high standard

	<p>to promote authors, events and themes to support a wider reading culture.</p> <ul style="list-style-type: none"> <li>• Help to plan, promote and deliver themed events which raise the status and interest of reading in children's minds.</li> <li>• Ensure stock is monitored and controlled through the use of the Junior Librarian software, sending overdue reminders to children and parents when necessary.</li> <li>• Enter new stock onto the computer and categorise using the Dewy Decimal system.</li> <li>• Set up links with other schools and appropriate organisations in the area to generate new ideas and support, leading to professional dialogue with other providers and opportunities for shared events where appropriate.</li> <li>• Promote and support educational visits and relevant visitors to the APS.</li> </ul>
2.	<p><b><u>Working with Colleagues</u></b></p> <p>The librarian should:</p> <ul style="list-style-type: none"> <li>• Liaise with subject leaders to ensure their subject area is well represented within the library with up to date material to engage pupils and support classroom learning.</li> <li>• Provide support and guidance for colleagues in using the library (including the computer system) and its role in promoting best outcomes for pupils.</li> <li>• Help teach children appropriate academic skills including higher order research, navigating a library and being able to access a library for specific purposes.</li> </ul>
3.	<p>In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead (DSL) or the Deputy DSL.</p>
4.	<p>Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.</p>

#### PERSON SPECIFICATION

*Please note, these are the criteria which will be considered as part of the selection process.*

<b>Education and Qualifications</b>
<ul style="list-style-type: none"> <li>• Qualified librarian or 5 years librarian experience.</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience of working successfully with children.</li> </ul>
<b>Knowledge and Understanding</b>
<ul style="list-style-type: none"> <li>• A knowledge and understanding of children's fiction and authors.</li> </ul>

**Skills and Attributes**

- Exceptional, motivated and skilful individual who is passionate about reading and reading for pleasure.
- A confident, creative and enthusiastic approach
- An ability to work as part of a flexible team.

<b>PREPARED BY</b>	PLT
<b>DATE</b>	November 2019

*It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.*

Job holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_