



GENERIC JOB DESCRIPTION

SECONDARY SCHOOL LIBRARIAN

Job title (delete as necessary)

Library Resource Centre Manager
Head of Learning Resource Centre
Librarian

Status

Head of Department

Grade

Responsible to (delete as necessary)

Head
Deputy Head
Member of SMT in charge of curriculum

Supervisory Responsibilities (delete as necessary)

Library Assistant(s)
Pupil Library Assistants
Parent Volunteer Assistants

Contractual hours (delete as necessary)

37 hours per week, 52 weeks per year
37 hours per week, term time plus two weeks

Job Purpose

The management, development, promotion and evaluation of an effective learning resource and information service which supports learning and teaching across the school.

MAIN DUTIES AND RESPONSIBILITIES

Planning and Development

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals
- Creating and implementing a policy for the Library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school's disciplinary code.
- Taking responsibility for and managing the Library budget, including the preparation of budget bids and estimates.
- Contributing to curriculum and policy development by liaising with all departments through attendance at Head of Department, ICT and whole school meetings, in addition to liaison with individual members of the teaching and learning support staff.
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- Training, supervising and managing library staff, undertaking staff appraisals and inducting new staff as appropriate.
- Recruiting pupil library assistants, supervising and training them and rewarding their achievements.
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.

Support for Staff and Students

- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs.
- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff and reinforcing these skills where appropriate.
- Promoting reading and the enjoyment of reading in all its forms.
- Promoting and publicising the services provided by the Library to the whole school community.
- Exploiting every opportunity for own professional development, sharing INSET opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
- Developing and maintaining links with other libraries and relevant organisations (e.g. SLS, county education advisers, public library service, universities and colleges and museums).