



Job description - Primary School Librarian

Core purpose

- To support the school's values and aims
- To ensure an effective resources and information service is provided to all students and staff
- To place the library at the heart of the school's learning community and enhance the quality of teaching and learning
- To support all children on their reading journey and foster a reading for pleasure culture

Specific responsibilities

- In conjunction with other key members of staff, to implement a policy for the library that reflects the educational aims and objectives of the school. To monitor the effectiveness of this policy on a regular basis
- To plan and oversee the organisation and management of the library for effective use
- To actively promote the library as a resource that is at the heart of the school
- To deliver library lessons to all classes
- To contribute to curriculum development by working with subject leaders on schemes of work where the library is to be used for research purposes
- To provide advice and guidance on the resources available to maximise learning opportunities
- To select, organise, promote and maintain book and non-book materials to cover the full range of ages and abilities of the school community within the agreed budget
- To ensure the library provides a suitable and welcoming atmosphere conducive to study and Reading for Pleasure
- To offer learners guidance and assistance with appropriate strategies to develop research skills essential for independent learning and to support classroom topics
- To guide pupils on the choice of literature to meet their curricular and leisure needs and interests
- To promote Reading for Pleasure throughout the school, including engaging with parents
- To compile reading recommendations and booklists as appropriate
- To organise and promote special events, such as: Book Week, World Book Day, Storytelling Week and author visits
- To run reading clubs at lunchtime or after school as appropriate
- To manage a pupil library helper team, including all training and support, and that of volunteers
- To network with other partners, e.g. other local schools, SLS, SLA, keeping abreast of national and local reading and literacy initiatives
- To maintain own CPD



Person Specification Criteria

- Knowledge of safeguarding
- Good interpersonal skills
- Ability to relate well to young people
- Self-motivated and able to work without continual direction and supervision
- Knowledge of the primary curriculum
- Knowledge of current children's literature
- Knowledge of children's reading and literacy organisations to assist with school's offer to pupils
- Knowledge of library classification and organisation schemes
- Computer literate
- Creative
- Ability to work with all colleagues within school and externally
- Ability to multitask