



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Librarian</b>
<b>Post Grade/Salary:</b>	<b>Competitive salary</b>
<b>Hours of Work:</b>	<b>36 Hours / 40 weeks / Permanent</b>
<b>Responsible to:</b>	<b>Assistant Headteacher</b>
<b>Post Tenable:</b>	<b>As soon as possible</b>

### **Key Purpose of the Job**

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

To promote a love of reading through the use of the Library and our in house reading scheme.

### **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 Faculty, 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.
- Leading the whole school reading scheme, Beyond Words, with support from the Head of English.

### **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 love 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 an 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, Haringey Library partners etc)

**Person Specification****Education and Qualifications**

- First degree or Masters degree in Library and Information Science

**Experience**

- Experience in a school environment/working with young people
- Experience in leading library services