



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Job Title:	Librarian
Location:	Backwell School
Salary Range:	JM1 £31,371- £33,799 (Pro-rata)
Reports To:	Assistant Head

Job Purpose
To work within the general direction of the Assistant Head to organise, develop and promote a high quality, professional library service for ALL students and staff, in order to aid teaching and learning and promote reading for pleasure. To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

Main Responsibilities and Duties
1. Support for Headteacher, Governors and Senior Leadership Team
Establish and maintain effective working relationships with line manager
<ul style="list-style-type: none">• Work with the Assistant Head in such a way as to ensure that there is an understanding and clarity of the postholder's responsibility for specific tasks.
2. Support for school library and its students
Stock Selection
<ul style="list-style-type: none">▪ Purchase new fiction titles (newly published, award winners, shortlisted titles, students reservations)▪ Purchase Non-fiction using reading lists provided by departments▪ Purchase audio-visual items – with particular relevance to less able▪ Purchase magazines to support curriculum or the interests of young people▪ Keep abreast of e-resources and online databases
Stock management
<ul style="list-style-type: none">▪ Revise stock regularly to ensure it is current, relevant and attractive▪ Liaise with curriculum departments for their resource requirements▪ Promote new resources and highlight sections of stock, in school and on the Frog Learning Platform
IT
<ul style="list-style-type: none">▪ Maintain the most cost effective system for the school (currently Capita Reading Cloud)▪ Liaise with IT Manager over its integration within Frog▪ Maintain the library catalogue of resources and links to online resources and academic databases▪ Keep accurate records of Student loan/overdues▪ Manage the student pcs and laptops in the library▪ Promote the work of the Library via Blogs/Twitter/Instagram
3. Support for teachers
Reading Development – Year 7-9
<ul style="list-style-type: none">▪ Teach all Y7 tutor groups – Library Induction and Reading Lessons▪ Liaise with Education Support regarding students needing literacy support▪ Record reading progress in Reading Journals

- Assist teachers of Y8-9 Reading Lessons advising students and run occasional activities to kick start wider reading
- Compile Fictional Reading Lists and make available in print and via Frog
- Lead on a range of promotions designed to attract a wide range of students to the library, such as author events, writing workshops, competitions, assemblies, quizzes, reading groups and trips
- Run Carnegie Shadowing Scheme for Yr7 – 10 in Spring/Summer terms
- Liaise with feeder Primary Literacy Coordinators

Promote Independent Learning/Information Skills

- Liaise with departments regarding project work and home learning tasks
- Assist teachers with Library Research lessons
- Deliver Y12 Induction session (currently a lecture during assembly)
- Deliver independent research skills lessons (e.g. EPQ/HLPQ/6th form)
- Compile A Level wider reading lists and make available in print and via Frog

Behaviour Management

- Maintain a studious and quiet working atmosphere during all lessons, overseeing 6th form Private Study and any other students sent to work by their teachers
- Maintain a more relaxed atmosphere during social time so that students can enjoy free time but also catch up with work, research or revise for exams or read quietly.
- Follow the School behaviour Policy when dealing with behaviour issues

4. Support for the school

Collaborate with other school activities when necessary or desirable

- Offer Breakout activities
- Support Enrichment Week activities, either based in school or trips
- Offer support to whole school initiatives e.g. Centenary Remembrance, Runwell, Breathwell, Shelf Help, School Nurse's weekly Drop-In sessions in the Library

Health and Safety

- Ensure the library and its services work effectively are compliant with all Health and Safety legislation, risk assessments and school policies.
- To promote and safeguard the welfare of the young people in accordance with all current legislation
- Offer a safe place to students who struggle with lessons or school (as arranged with their HOU/individual teachers). This can be during lessons or break time.

Develop and maintain working relationships with other professionals

- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of students and teachers, both individually and collectively. Actively participate in staff and team meetings and contribute to the development of policies and procedures related to student services.

Contributing to the management of the security and wellbeing of the school

- Always undertake duties in such a way as to ensure that the school is a safe and welcoming environment.
- Be familiar with all the school's policies concerning the safety of students.
To ensure safe working practices and conformity with School Health and Safety Policies.

Review and Develop own professional practice

- Maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development. Attendance will be required at suitable training courses provided by the school.
- Take responsibility for own professional development and awareness
- Attending school Inset sessions where appropriate
- Attend North Somerset Network of School Librarians 3x per year
- Attend the annual SLA mini-conference in Term 6
- Attend all appropriate training courses

This is not an exhaustive list and some changes to both the Job Description and duties may occur at the discretion of the Assistant Head.

Supervision and Management

- (i) The postholder will often be required to work without direct supervision. Supervision will be present where necessary.
- (ii) Manage the library budget (currently £4,500)
- (iii) Line manage library assistants (who may not be as experienced in school libraries), 6th form Lunchtime Assistants and occasional Library Volunteers
- (iv) To be a member of the Support Staff Team Leader's Group.

Problem Solving and Creativity

At busy times, the postholder will prioritise their workload and adapt to tasks as required.

Dimensions

Lighthouse Schools Partnership is a Multi-Academy Trust of 24 schools across the age range from Nursery to Sixth Form. The Trust includes both community and Church of England schools as well as three Teaching Schools.

Key Contacts and Relationships

Daily contact by telephone and face to face with staff, students and parents. Regular contact with academics, employers and other schools as well as other public agencies and private contractors providing support to the school.

Decision Making

To decide upon how to deploy and manage their own time and workload and the department's budget and resources, continually rescheduling their calendar to ensure it meets the conflicting demands of the role.

To have a detailed understanding of how the decisions the post holder makes impact on colleagues and their workload.

Resources

- Library resources
- Library computers and laptops
- Display furniture
- Library promotional events

Working Environment

The post holder will work in a busy school library. They will normally be expected to work term time plus fifteen days of the holidays.

Special Notes or Conditions

The postholder is subject to the provisions of all child protection legislation, and the Trust's policies governing staff who work with children and vulnerable adults.

The post holder will have the opportunity to make a significant difference to the deliverability of quality education to students across the Trust.



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Safeguarding

The LSP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.

Name	
Signature	
Date	



LIGHTHOUSE
SCHOOLS PARTNERSHIP

PERSON SPECIFICATION

Job Title:	Librarian
Location:	Backwell School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<p>Level 3 or equivalent qualification</p> <p>Qualified librarian</p> <p>Experience of working in a library (customer service, resource cataloguing and management, service promotion)</p> <p>Experience of working with teenagers and positive behaviour management skills</p> <p>Experience of running educational activities, Team Teaching or Teaching own classes</p> <p>Knowledge of Secondary School education – curriculum, exams, Special Needs</p> <p>Awareness of importance of safeguarding.</p>	<p>Degree level qualification</p> <p>Teaching qualification</p> <p>Chartered librarian</p> <p>Membership of The School Library Association</p> <p>Membership of CILIP</p> <p>Teaching experience</p>
Knowledge	<p>A thorough knowledge gained through significant time employed in a similar role.</p> <p>A good knowledge/experience of how a school library works.</p>	<p>In depth knowledge of reading and information resources (print and digital) for children and teenagers.</p> <p>Knowledge of how a secondary school curriculum works</p>
Skills and Abilities	<p>Experience of working within a team</p> <p>Ability to support/motivate/coach others.</p> <p>Excellent IT skills:</p> <ul style="list-style-type: none"> - Experience of Library Management System (such as our Reading cloud) - Microsoft Office, online networks, creative resources (posters, slides) Blogs 	<p>ICT skills to manage social media updates.</p> <p>Knowledge of a learning platform such as Frog</p> <p>Experience of using online library academic databases</p>
Work-related Personal Requirements	<p>Passionate about promoting independent learning and encouraging reading for pleasure, with an experience of new learning technologies</p> <p>Excellent communication skills, friendly and flexible. Empathetic and sensitive to others.</p> <p>Hardworking, well organised and enthusiastic.</p> <p>Professional manner and approach; calm under pressure.</p>	



LIGHTHOUSE
SCHOOLS PARTNERSHIP

	<p>Able to use tact, diplomacy and discretion; able to maintain total confidentiality.</p> <p>A willingness to learn and develop.</p> <p>A suitable individual to work with children and young people and their families.</p> <p>A clear DBS is required.</p>	
--	---	--