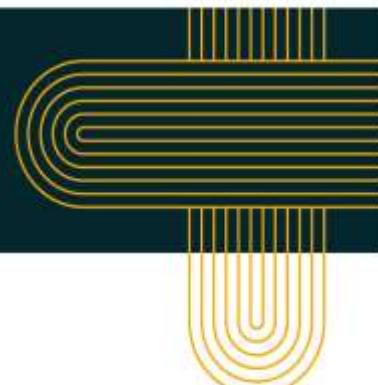




JOB DESCRIPTION

Job Title: Head Librarian
Grade: SO1 (SCP 23-25)
Reporting to: Vice Principal

Job Purpose:

To manage and develop the Library providing a suitable environment for structured and independent learning for staff and students within the Academy.

Responsibilities:

- To provide a comprehensive, effective and up-to-date library service accessible to all members of the Academy community
- To maintain stock of learning resources reflecting current curriculum need.
- To assist staff and students to find appropriate learning materials.
- To assist the Principal and SLT in implementing a Library Policy which reflects the educational aims and objectives of the Academy.
- To collect, collate and analyse reading data for all year groups, to support literacy intervention and monitor impact of literacy resources and reading for pleasure activities.
- The selection, acquisition, organisation, promotion, maintenance and security of resources to cover the full age and ability range of the Academy community within allocated budget, including but not limited LGBTQ+, diverse, ethnic, SEN, large print, brail, fiction and non-fiction stock which represents and meets the needs of the Academy.
- Development of multi-media resources on the intranet to support independent learning, by working with CALs (Computer Aided Learning) to identify appropriate resources.
- The arrangement of all Library materials for effective retrieval. This will include systematic indexing, classification and cataloguing of all such resources, both on the Library Management System and physical resources.
- Encouraging transparency and self-evaluation of Library Management System and Book Borrowing data reports.
- Guide and assist students with appropriate strategies for the selection of information sources and fostering Information Literacy skills, to undertake assignments both from within the school and the wider community.
- Guide and assist students with the effective use of specific resources, including ICT.
- Guide and assist students with the choice of literature to meet curricular and leisure needs, fostering reading for pleasure across the Academy.
- Guide and assist teachers with learning materials appropriate to the whole range of courses.
- Guide and assist teachers with materials for professional and personal reading.
- Liaise with the School Library Association, CILIP, Leeds School Library Service and with other external agencies to ensure that appropriate materials are obtained from outside inter-lending agencies, making full use of advisory services and in-service training available.
- Maintain and nurture links with feeder primary schools, particularly to support a coherent approach to library skills.
- To offer a variety of lunchtime and afterschool activities to encourage student interest in the Library.

GORSE

- Day-to-day management of the Library including supervision of pupils during private study and recreational reading.
- To promote the Library within the Academy and wider community.
- To promote reading for pleasure within the Academy and wider community through activities, events and trips.
- To ensure regular high-quality displays and promotional exhibitions to ensure both an attractive and instructional environment conducive to both study and leisure is maintained.

Line Management:

- To line manage the Librarian, including performance management and day to day organisation and management.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
• Training in relevant learning strategies e.g. literacy	E
• Qualification or experience in librarianship at a professional level.	E
• Degree in Library and information management and/or CILIP Chartered Librarian.	E
Knowledge and Skills	E/D
• Good knowledge and understanding of the reading and information resources required by students. Sound knowledge of literature for children and young adults.	E
• Strong oral and written communication skills, friendly & approachable.	E
• Good ICT skills.	E
• Understanding of statutory frameworks relating to teaching, but particularly in relation to literacy.	E
• Work constructively as part of a team, understanding library roles and responsibilities and your own position within these.	E

• A passion for education and making a difference.	E
• Drive and determination.	E
• Ambition.	E
• Energy, enthusiasm, sense of humour.	E
• Willingness to contribute to the wider life of the Academy.	E
Experience	E/D
• Experience of working in school environment.	E
• Experience of using a Library Management System.	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.