



Location: Park Vale Academy, Top Valley Drive, Nottingham, NG5 9AZ

Salary: Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

Hours of work: 37 hours per week, term time only

Responsible to: Assistant Headteacher – Teaching and Learning

Post objective: To manage, develop and promote the Library/Resource Centre to ensure an effective resource and information centre is available for students and staff.

Main Duties and Responsibilities:

- Plan and oversee the organisation and management of the Library including the financial management of the library resource budget and the preparation of financial estimates.
- Selection, acquisition, organisation, promotion and maintenance of book and non-book resources.
- Responsibility for optimising the use of ICT services within the Library/Resource Centre. Development of online view data systems and the compilation of in-house data bases as appropriate.
- Liaison with ICT teachers and technicians to co-ordinate services offered.
- Ensure a high standard of display and promotional material to enhance the standard of appearance of the Library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.
- Participation with the teaching staff in the planning and development of the school's information skills and language programmes and active involvement in the delivery thereof.
- Managing student behaviour during social times i.e. lunchtimes
- Organise events and activities to actively promote reading, as well as promoting reading for pleasure and develop whole school reading culture.
- Guidance and assistance to pupils on:
 - Appropriate strategies for the selection of information sources to undertake assignments both from within the school and the wider community.
 - The choice of literature and materials to meet curricular and leisure needs.
 - The compilation of book lists and other promotional material where appropriate.
- Guidance and assistance to teachers on:
 - Maintaining a high level of resource awareness relating to relevant course/subject areas

- Professional reading
- In liaison with the English department, operation of the Accelerated Reader programme, including planning, preparing and leading of Accelerated Reader lessons as well as analysing data regarding the programme.
- Undertake intervention programmes as directed by the Literacy Co-ordinator.
- Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations, e.g. County Library Service, Museums service, etc.

General

- Liaison with other departments and non-teaching staff over matters relating to the learning resource centre
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



	Essential	Desirable
Qualifications	<ul style="list-style-type: none">▪ 5 GCE, GCSE pass or equivalent of NVQ Level 2 including Maths/Numeracy and English/Literacy▪ Relevant Librarian qualification (or qualified by experience)	<ul style="list-style-type: none">▪ Appropriate First Aid Training▪ A Level/Level 3 Qualification
Skills	<ul style="list-style-type: none">▪ Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students.▪ Ability to motivate students and staff.▪ Ability to work at own initiative and as part of a team.▪ Ability to work in a flexible and responsive way with tact, discretion and confidentiality▪ Ability to relate well to children and adults.▪ Ability to work under pressure.▪ Flexibility.▪ Competence in numeracy and literacy. Excellent communication skills.	<ul style="list-style-type: none">▪ Ability to use ICT effectively to support learning.▪ Ability to support the processes and procedures for students' learning
Knowledge	<ul style="list-style-type: none">▪ Awareness of confidentiality issues linked to:<ul style="list-style-type: none">▪ Home▪ Student▪ Teacher▪ School work	<ul style="list-style-type: none">▪ Understanding of the aims, content and intended outcomes of teaching and learning in relation to the National and the School's curriculum.▪ Understanding of principles of child development and learning processes.▪ Knowledge of a range of strategies to promote good behaviour.

		<ul style="list-style-type: none"> ▪ Awareness of the statutory frameworks relevant to their role ▪ Knowledge and understanding of the different classroom roles and responsibilities in relation to this post. ▪ Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation.
<p>Experience</p>	<ul style="list-style-type: none"> ▪ Experience working with children and young people. ▪ Administrative duties. 	

