

Name		Alec Reed Academy Job Description
Post No.		
Date drafted	June 2021	
Date reviewed		



ALEC REED ACADEMY
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Librarian
Location/work base	Library
Grade	
Reporting to:	The Governing Body through the Principal
Line Manager	Assistant Principal – Teaching & Learning
Posts directly supervised:	Student librarian monitors as appointed
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

To develop and maintain within the Secondary Phase an effective library to support reading and literacy development.

Targets:

To be agreed upon appointment and updated as part of annual cycle of Appraisal.

SPECIFIC DUTIES AND RESPONSIBILITIES

Main responsibilities

The main responsibilities of the Librarian include:

- the management, organisation and supervision of the library, including ensuring that equipment is well maintained and the environment is professional, inviting, stimulating and tidy
- supporting the Coordinator of Literacy in the running of the Accelerated Reader Programme (or equivalent), which includes maintaining inter-class competitions, tracking and monitoring of reading age data, communicating this to stakeholders and raising the profile of the programme through incentives such as rewards
- contributing to presentation, consultation and open evenings and meeting with parents to encourage reading beyond curriculum time
- advising staff, students and the community regarding use, provision, development of the library – and crucially – guiding staff and students to appropriate resources
- disseminating information on resources and access to staff and students
- devising and offering training activities in the use of the library for students
- liaising with the English team to publicise and organise events to raise the profile of reading for pleasure – including events such as visiting authors and workshops
- liaising with teams from across the academy to promote the idea that reading for pleasure is for everyone – for example – through DEAR time
- encouraging and supporting the effective use of the library across the curriculum at all Secondary Key Stages
- liaising with other stakeholders to provide an excellent service, including developing and implementing study and information skills linked into the curriculum
- keeping appropriate and effective records, including regularly updating the extensive book catalogue
- liaising with appropriate bodies and organisations to inform the acquisition of appropriate and engaging reading materials
- creating excitement around new reading materials through displays
- monitoring, evaluating and reviewing the use and development of the area
- organising and supervising after school hours, lunch time and break time use of resources for students
- managing bookings for the library
- training student library monitors
- ensuring that the library is an integral part of service to the ARA community and promoting inclusivity, for example by liaising with curriculum staff and agencies (e.g. Connexions) to ensure the learning resource provision reflects the current curriculum and needs of the school; liaising with Learning Support to ensure curriculum resources support literacy development of less able and including substantial work from BAME, post-colonial and LGBT authors
- contributing to the review, evaluation and development of the Academy's provision and make recommendations to the Leadership Team
- undertaking responsibility for all necessary administration relating to all areas within post holder's remit including the collation of statistics or reports required by the Leadership Team
- managing stock-takes of all resources and equipment and ensure inventories are kept up to date
- keeping abreast of developments and changes in post holder's field through, for example, creating professional links with other librarians in the borough, Renaissance Learning and suppliers – and communicating relevant information to staff.

General Duties:

- To attend, manage, or assist in the management of school events as required out of school hours
- to attend relevant meetings and training events
- to undertake First Aid Training and responsibilities as required
- to perform any other duties as may reasonably be required by the Principal

Other:

- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place