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**Job Description**

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| **Title:** | Librarian and Careers Support |
| **Project Team:** | Support Staff |
| **Reports to:** | Vice Principal |
| **Salary:** | Scale 3/4, scp 5-8 |
| **Responsible for:** | Managing Library provision and providing support to the Academy careers provision |
| **Hours of Work:** | 37 hours per week, term time plus 10 days |

**Key Duties and Responsibilities**

**Library:**

* To ensure that the Library area is accessible to students and staff during specified opening times.
* Supervise students’ use of the Library during lessons and other specified opening times.
* Supporting classes undertaking Reading Programmes in the Library.
* Providing support to students using the Library for research.
* Supervising classes, when required, undertaking Reading Programmes in the Library.
* Selecting appropriate books for the Library (in consultation with staff for fiction and non-fiction).
* Using the Accelerated Reading (or equivalent) system to support the monitoring and tracking of reading ages and reading development.
* Maintaining accessions and the Library catalogue on the Library Management System.
* Assisting with the administering of financial allocation to the Library and checking and filling all invoices in conjunction with the senior leaders and the Head of English.
* Numbering, Processing and Repairing books.
* Monitoring book stock, removing old, irrelevant material to make way for new stock.
* Shelving books and maintaining a tidy Library.
* Supporting the promotion of a love of reading across the Academy.

**Careers Support:**

* Provide administration support to the Careers Leader and Vice Principal.
* Support contact and good relationships with External Agencies.
* Maintain a calendar of appointments to support the work of the Careers Leader.
* Provide basic support to students regarding post-16 progression.

**Other:**

* Contribute to a rota of reception cover, when required.
* Undertake duties at break times and/or lunch times when required.

**Component 1 – Wider Professional Effectiveness**

* Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
* Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
* Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
* Effectively contribute to the Academy improvement planning process.

**Component 2 – Role Model**

* Ensure that ‘no student is left behind’, in their academic and personal development.
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
* Build team commitment amongst students and staff alike.
* Engage and motivate students and staff to do their best by doing your very best.
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.

**Additional Components**

* To consistently uphold the Academy’s aims and strive to attain Academy Targets.
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
* To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
* Play a full part in the life of the Academy’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
* Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
* It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
* The job purpose and key task statements above are indicative and by nomeans exclusive. The need forflexibility amongst staff is therefore considered important.
* To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.

**Health and Safety Responsibilities**

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
* Q3 Academies Trust operates as designated no smoking sites.

**Q3 Academies Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.**

**The successful applicant will be expected to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced Disclosure & Barring Service check (DBS) and satisfactory references.**