



<b>Job Title:</b>	Librarian and Literacy Champion
<b>Salary Range:</b>	TPAT Point 6 £24,366 pro rata
<b>Hours:</b>	Monday – Friday 30 hours per week (some flexibility around hours of work)
<b>Base:</b>	St Ives School
<b>Responsible to:</b>	Deputy Headteacher / Senior Leadership Team
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<u>Internal:</u> Headteacher, school Leadership team, students Teachers, Subject Co-ordinators, SEN Co-ordinators  <u>External:</u> LEA advisers and representatives, suppliers, parents, external support agencies

<b>Main Purpose of Job:</b>
<ul style="list-style-type: none"> <li>Responsible for the management, development and for promoting the library to ensure that all students and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate independent learning, and encourage reading for pleasure.</li> <li>Develop a 21<sup>st</sup> Century library with oversight of opportunities for students to access reading remotely and the promotion of library and love of reading through social media and the School website.</li> <li>To undertake the role as First Aid Co-ordinator and be responsible for the organisation and delivery of first aid for students and staff in the school.</li> </ul>

<b>Main Duties and Responsibilities:</b>
<p><b>1. Policy/Strategic Direction and Development:</b></p> <ol style="list-style-type: none"> <li>Assist the SLT in developing and implementing a policy for the resourcing, management and use of the library and/or other learning resource centre to ensure that they effectively support teaching and learning throughout the school.</li> <li>Keep the policy under review to ensure that it meets the developing needs of the school community, and make recommendations for change and innovation as necessary.</li> </ol> <p><b>2. Teaching and Learning:</b></p> <ol style="list-style-type: none"> <li>In accordance with agreed policy and financial guidelines, manage and organise resources, facilities and services provided to allow flexible access and support for curricular and extra-curricular activities, study support, independent and recreational use.</li> <li>Work with small groups of students to improve literacy in accordance with the whole School literacy programme.</li> </ol>



- c. In accordance with agreed policy and financial guidelines, and in consultation with teaching staff, research, select, acquire, organise and advise on learning resources in all formats to support the curriculum, and teaching and learning in general.
- d. Collaborate with teaching staff in the planning, development and delivery of relevant learning and study skills programmes to equip students to make effective use of the learning resources available.
- e. Work with individual departments to develop subject-specific teaching and learning resources both within the Library and across the school.
- f. Support individual students to make effective use of the learning resources available and support and monitor students independently studying in the library (including after school until 5.30pm).
- g. Encourage the active participation of students and teachers in accessing the full range of facilities available through the library/learning resource centre, in order to maximise their learning opportunities, and encourage reading for pleasure.
- h. Develop students' techniques in retrieving information utilising the resources supplied by the library/resource centres.
- i. Provide guidance, where appropriate, in the use of ICT applications and other library resource services to ensure that users can make full use of the facilities available.
- j. Oversee homework and be responsible for students remaining in the library, including contacting parents if necessary.
- k. Maintain an atmosphere conducive to study and learning within the library/resource centre, managing student behaviour with the objective of quiet zones to enable pupils to concentrate and maintain their attention span whilst studying at any time when the library/resource centre is open.

**3. Management of Resources:**

- a. Prepare an annual library/resource centre development plan in line with the overall school strategic development plan.
- b. Manage the agreed library budget to ensure that resources are maximised, that value for money is obtained, and that overspending does not occur.
- c. Index, catalogue and classify learning resources and develop and maintain accurate and reliable catalogue and lending systems, to facilitate accessibility, use and control of stock.
- d. Contribute to the development and promotion of relevant ICT applications in the library/resource centre to support learning.
- e. Ensure that the law of copyright is observed and that appropriate licences are in place to minimise risk of claims against the school.
- f. Ensure that appropriate measures are in place to keep the library/resource centre secure and to minimise risk of loss of resources and equipment.
- g. Organise and maintain the school archives, developing an index/catalogue/database of items which will facilitate easy retrieval of archive material about the school and past members of its community. Continually add to the archives over time and provide assistance when information retrieval is requested.



**4. Leadership & Management:**

- a. Instruct students in supporting with issuing of books and other resources as appropriate.

**5. Marketing and External Links (including Public Occasions):**

- a. Promote the use of the library/resource centre to the school community and foster an attractive atmosphere and environment which is conducive to a positive learning experience for users.
- b. Develop and maintain links with external agencies to maximise the availability of appropriate materials and information, including public libraries, museums, local HE and FE institutions, community information services etc.
- c. Ensure that the library/resource centre presents an attractive and exciting image to visitors, in particular potential pupils and their parents.

**6. Pastoral Care:**

- a. Ensure that appropriate standards of student discipline are maintained in the Library, including at after school times.
- b. Maintain awareness of students' special needs and operate within the SEN policy framework of the school. Liaise with SENDCo to ensure students on individual learning plans are appropriately supported and monitored.

**7. Training & Development of self and others:**

- a. Take responsibility for personal professional development (and that of staff for which responsible, where relevant) to keep up to date with new approaches, facilities and technologies relevant to learning resources.
- b. Maintain a high level of awareness of current children's literature and developments in education and librarianship in order to ensure that the library/resource centre provides an up to date service to its users.

**8. Monitoring, Evaluation & Assessment:**

- a. Monitor and evaluate the effectiveness of the services provided by the library/learning resource centre to ensure that it is meeting the needs of the school community.

**9. First Aid Co-ordination**

- a. To co-ordinate and lead on First Aid for the school including sharing updates and information with staff.
- b. Arrange staff training on a rolling programme to ensure continuity of qualifications with regard to First Aid.
- c. Organise a rota of First Aid cover for the school day and maintain the first aid trained staff spreadsheet and poster.
- d. Monitor and replenish First Aid supplies and First Aid Boxes.
- e. To update and maintain medical records and information on the school MIS system.
- f. To ensure medication are kept and stored correctly, ensuring the associated paperwork is completed and stored following the appropriate guidelines.
- g. Oversee and monitor the reporting of medical incidents, ensuring these are correctly entered on Safesmart.



- h. To administer First Aid (as trained) as part of the school First Aid Team.
- i. To comply with the School's First Aid Policies and Procedures ensuring all accidents and incidents are recorded appropriately on school reporting systems.

**General/Other:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's students at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	First Aid At Work (3 day course) certificate (or willing to undertake the qualification if not currently held)	Relevant degree  Chartered Librarian (MCLIP or equivalent)	Application
<b>Skills and Experience</b>	Post qualification experience in a library  Excellent communication skills  ICT competence at a level to meet the demands of the job  Proven high level of organisational skills  Ability to communicate effectively with all members of the school community  Information retrieval skills	Post qualification experience in a school library or similar environment	Application/Interview/Assessment
<b>Specialist Knowledge and Skills</b>	Knowledge and love of children's literature  Knowledge of the principles and practice of librarianship as acquired through professional qualification	Awareness of school curriculum	Application/Interview/Assessment



	<p>Awareness of current development in library/resource centre management</p> <p>Knowledge and awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		
<b>Behaviours and Values</b>	Self motivated and able to work under own direction		Application/Interview/Assessment

**Special Conditions related to the post**

*The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

<b>How to apply:</b>	<p>To download an application pack or apply online please visit: <a href="http://www.stivesschool.net">www.stivesschool.net</a></p> <p>Please complete your application form in full and return to: Cherie Bayfield – <a href="mailto:recruitment@stives.tpacademytrust.org">recruitment@stives.tpacademytrust.org</a> . <b>Please note that we do not accept CVs.</b></p>
<b>Contact details:</b>	St Ives School, Higher Tregenna, St Ives, TR26 2BB Tel: 01736 795608
<b>Closing date:</b>	<p>Midnight on Monday 21<sup>st</sup> April 2025</p> <p>Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>

**Truro and Penwith Academy Trust is committed to providing employee benefits that motivate and reward our employees.**





**Truro and Penwith  
Academy Trust**

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

**Our benefits include:**

- A competitive salary
- You will be eligible to join the teacher pension scheme
- Previous continuous service will be recognised
- Family friendly policies
- Childcare vouchers
- Local and national discount schemes and initiatives
- Continued professional development support

To find out further information please visit Trust's website at: [www.tpacademytrust.org](http://www.tpacademytrust.org)