

Job description

Job title: Librarian	Status: Part- time
Team: English	Reports to: Assistant Principal
	Direct reports: N/A
Department: English	Departmental budget holder: Yes

Position context:

Our purpose:

To inspire our family of schools to provide opportunities for our students, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our students to become confident and impactful world citizens.

Position purpose:

The School Librarian is part of a team of practitioners responsible for the education of our students.

This role is responsible for maintaining the library as a place for learning and independent study and ensuring it supports and develops the school approach for reader development.

You will be responsible for the central management of relevant learning materials and resources to ensure the library is current in the way children read and learn.

Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> • Is aware of and understands the ELAT Vision, Mission and Values • Will make a positive contribution to the teaching and learning programme in accordance with the ethos, aims and objectives of the school. • Work in partnership with the teachers in supporting students' access to learning and the whole curriculum and their independence as a learner. • Work within the agreed framework of the school's Policies on discipline and behaviour.

Job description

Accountability	Key activities
Planning	<ul style="list-style-type: none"> • To maintain and develop a strategic and operational plan for the library that reflects the priorities of the school, its teaching and learning objectives and culture. • To maintain and develop the library as an effective learning environment. • To obtain, organise and disseminate resources, supporting the curriculum as well as reading for pleasure. • To ensure a range of relevant processes, procedures and protocols are in place to support the efficient and effective running of the library. • To manage relevant budgets in accordance with the financial regulations of the school. • To maintain the library's stock and consumables, materials, resources, and equipment in accordance with the financial procedures and protocols of the school. • To provide current awareness resources and displays. • To support the creation of the Literacy Form Time programme.
Delivery	<ul style="list-style-type: none"> • To create and lead 'Library Lessons', information skills programmes and inductions sessions for students and staff. • To assist on whole school reading practices, ensuring all students have a reading book. • To promote literacy throughout the school, stocking a wide range of reading materials. • To maintain good order and student discipline, consistent with the behaviour policy of the school. • To promote the library, its services and resources to staff and students.
People Management / Organisational Development	<ul style="list-style-type: none"> • To take full part in the Trust's performance management system.
Information Management and Reporting	<ul style="list-style-type: none"> • To lead on Accelerated Reader scheme, administering student logons, testing reading levels, monitoring use on MyON and facilitating quizzing for students. To produce reports to aid English teachers in monitoring progress and to reward students. • Support the maintenance of students' records. • To carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the school.

Accountability	Key activities
Data Protection	<ul style="list-style-type: none"> All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> Hold responsibility to avoid action that could threaten the health or safety of themselves or other employees.
Good Citizenship	<ul style="list-style-type: none"> Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our students are the most important members of our institution and must be treated as such

Key Stakeholders:

Internal: Students and staff, fellow Librarians

External: Parents and Carers

Knowledge, skill and experience requirements

Essential:

- Ability to organise workload, prioritise tasks and meet deadlines.
- Ability to work independently and support the work of the team.
- Ability to be flexible and respond effectively to the "unexpected".
- Effective communication/interaction with adults and young people.
- Awareness of sensitive information and the need for confidentiality.
- Ability to use computerised information management systems.

Desirable:

- Willingness and motivation to develop own skills
- A working knowledge of Accelerated Reader Programme

Key behaviours:

Demonstrate and role model Trust values which are:

- *Passion*
- *Respect*
- *Inclusion*
- *Challenge*
- *Openness*