Job Description

Post: Librarian

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Organise and manage all aspects of the learning commons operation to develop an effective and relevant provision.
- Work collaboratively with staff and students to create and develop a learning commons that inspires and engages users.
- Empower students to be critical thinkers, enthusiastic readers, skilful researchers and ethical users of information.
- Ensure that the learning commons is at the heart of the academy's drive to improve standards of literacy.
- Lead on the development of enquiry and independent learning experiences across all key stages.
- Liaise with leadership and other relevant staff to ensure the learning commons is resourced appropriately to be able to support and facilitate enquiry-based learning projects linked to the curriculum.
- Plan and develop services and resources that enhance and support the curriculum through continual assessment, research and an awareness of the information needs of all students.
- Contribute to learning programmes across the curriculum that develop research and independent learning skills.
- Work with subject leaders to ensure frequent and relevant use of the learning commons by all areas of the curriculum.
- Lead on the development and teaching of information literacy skills across all key stages.
- Ensure the learning commons is both accessible and attractive to all groups of students.
- Manage all aspects of the library management system; ensure a comprehensive catalogue (including digital texts, external electronic resources and media) is in place and monitor use and provision.
- Provide expert advice, instruction and / or assistance in the use of the learning commons through a programme of induction and a process of continuous updating.
- Keep abreast of developments and changes in education and technology that affect the learning commons provision; support all e-learning experiences.
- Maintain contact with the Bradford Research School and lead on action research to evidence the impact of students' development of information literacy skills.
- Support the literacy leader in closing the reading age gap and leading literacy initiatives.
- Work with library staff across the trust to share and develop good practice, contribute to training / CPD and to share resources and purchasing schemes, where appropriate and cost effective.
- Organise and promote events to motivate and encourage reading and independent learning.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.