

Job Description

Librarian

Working hours	Full-time, term-time plus two weeks (39 working weeks) Monday-Friday, 9.00am-6.00pm
Salary	Circa £30,500pa (£35,500 full-time equivalent) dependent on skills and experience
Pension scheme	Local Government Pension Scheme
Start date	Late August 2022
Contract terms	Permanent
Line manager	Assistant Head (Partnerships)

Key responsibilities

- To establish and maintain an outstanding library which is central to the academic provision of LAE Tottenham.
- To build a whole school reading culture (academic and reading for pleasure).
- To support students with university applications, including by guiding them to relevant resources and opportunities

Specific tasks

Library management

- Developing and managing the learning resources in the Library in the context of an exciting expansion of LAET's library services.
 - Ensuring that successful study happens in the Library and surrounding study space.
 - Ensuring that the Library is central to learning at LAE Tottenham.
 - Working with all stakeholders to promote and develop the Library and its resources.
 - Act as a curriculum resource adviser and provide academic support to teachers.
 - Use selection tools/ review journals to keep informed about current literature for pupils.
 - Organise efficient procedures and systems for delivery of library services including in a remote learning environment.
 - Select and continually review resources to support the information needs of the school, particularly in relation to university admission and careers.
 - Employ strategies to maximise access to print and electronic resources/information services.
 - Ensure that the Library is multifunctional and a focal point for student learning.
 - Manage library budgets and build library stock in conjunction with lead teachers.
 - Coordinate displays, special events and activities to support learning and academic literacy.
 - Develop and document library policies, goals and objectives and evaluate them on an on-going basis according to changing school needs.
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- Work closely with the IT team to ensure high standards of equipment and delivery of ICT as a tool for teaching and learning in the Library.

Developing students' research skills and a reading culture

- Teach library / research skills classes as required.
- Prompting subject teachers to develop research-based learning tasks.
- Supporting individual students in their research.
- Identifying exemplary activity in this area (for example, in partner schools and universities) and bringing best practice to LAE Tottenham.



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- Support students in the use of a range of resources and technologies including use of the Internet.
- Promoting a love of reading and research, by leading initiatives on reading and research which invite increasing use of the Library.

Support and guidance for University applications

- Offer guidance to pupils with their UCAS applications, including personal statement drafts.
- Support the reference writing process for wider opportunities, such as summer schools, work experience and taster events, if required.
- Support the Year 13 team with processing UCAS applications, if required.

For further details on the position, please see the sections below for a detailed person specification, general responsibilities of LAE Tottenham staff members and general terms of the role.

Part 1 - Person specification

Essential professional criteria	How these will be confirmed
<u>Qualifications</u> Educated to a degree level Excellent literacy skills	Sight of original exam certificates / academic qualifications will be requested
<u>Knowledge/Experience</u> Previous experience of engaging and supporting learners	Confirmation of former relevant employment will be requested. To be tested and discussed at the interview stage
<u>Skills and qualities</u> Enthusiasm for promoting literacy and reading Enthusiasm for, and ability to develop, reader initiative Enjoyment of working with young people Strong communication skills Ability to prioritise tasks and to be able to show initiative Tidy, organised and methodical A high degree of personal drive and motivation, and a commitment to the vision of LAE Tottenham A strong role model for academic learning Energy, drive and determination Excellent IT skills The behaviour management skills to	There will be opportunities at interview to discuss experiences and examples that demonstrate these. Referees will also be asked about these skills and qualities.

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<p>ensure that there is always a focused learning environment in the Library</p> <p>An awareness of the central importance of safeguarding</p>	
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Desirable professional criteria	How these will be confirmed
<p><u>Qualifications</u></p> <p>Library qualification (BA or MA level)</p> <p>A qualified First Aider</p>	<p>Sight of original certificates</p>
<p><u>Knowledge/Experience</u></p> <p>Previous experience of working in a busy library environment</p> <p>Experience of report writing (for example, the writing of strategic documents)</p> <p>Librarian experience within an educational setting</p>	<p>Confirmation of former relevant employment will be requested</p>

Part 2 – Further information

General responsibilities as a member of LAE Tottenham staff:

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Other Information

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters.
- This role will involve flexibility in terms of working hours and days to be discussed at interview.



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Part 3 - Recruitment and selection policy statement

We are committed to diversity and inclusion and proactively seek to recruit a diverse staff body.

The London Academy of Excellence Tottenham is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the [school's website](#).

June 2022

