

## JOB DESCRIPTION

<b>ROLE TITLE</b>	Librarian
<b>CONTRACTED HOURS</b>	35 hours per week, 38 weeks.
<b>LOCATION</b>	Newmarket Academy
<b>GRADE / SCALE POINT – SALARY</b>	Grade 4, Point 9 -12
<b>REPORTING TO</b>	Operations Director

### INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

### JOB PURPOSE

To manage, develop and promote the schools' library / Learning Resource Centre, so 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. The role will also include being a tutor.

### KEY TASKS & RESPONSIBILITIES

#### Librarian

##### Resource Development

1. Assist the Senior Leadership Team (SLT) in developing and implementing a policy for the resourcing, management and use of the library and/or other learning resource centres to ensure that they effectively support teaching and learning throughout the school.
2. 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.

##### Teaching and Learning – under the guidance of SLT:

1. 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, in accordance with agreed policy and financial guidelines.
2. Research, select, acquire, organise and advise on learning resources in all formats to support the curriculum, and teaching and learning in general, in

accordance with agreed policy and financial guidelines, and in consultation with teaching staff.

3. 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.
4. Work with individual departments to develop subject-specific teaching and learning resources both within the library and across the school.
5. 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).
6. Encourage the active participation of students and teacher 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.
7. Develop students' techniques in retrieving information utilising the resources supplied by the library/resource centre.
8. 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.
9. Oversee homework and be responsible for students remaining in the library (including after school), including contacting parents if necessary.
10. Maintain an atmosphere conducive to study and learning within the library/learning resource centre, managing pupil behaviour with the objective of quiet zones to enable students to concentrate and maintain their attention span whilst studying at any time when the library/resource centre is open.
11. Maintain awareness of students' special needs and operate within the SEND policy framework of the school. Liaise with the SENDCo to ensure students on individual learning plans are appropriately supported and monitored.

### **Management of Resources**

1. Prepare an annual library/resource centre development plan in line with the overall school strategic development plan.
2. Manage the agreed library budget to ensure that resources are maximised, the value for money is obtained, and that overspending does not occur.
3. 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.
4. Contribute to the development and promotion of relevant ICT applications in the library/resource centre to support learning.
5. Ensure that the law of copyright is observed and that appropriate licences are in place to minimise risk of claims against the school.
6. Ensure that appropriate measures are in place to keep the library/resource centre secure and to minimise risk of loss of resources and equipment.
7. 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.

### **Marketing and External Links**

1. 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.
2. 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.
3. Ensure that the library/resource centre presents an attractive and exciting image to visitors, in particular potential students and their parents.

### **Pastoral Care**

1. Ensure that appropriate standard of student discipline are maintained in the library/resource centre, including at all times.

## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
<b>Technical or Specialist</b>	<ul style="list-style-type: none"> <li>• Knowledge of the principles and practice of librarianship</li> <li>• Knowledge and love of children's and young adult's literature</li> <li>• Awareness of current developments in library / resource centre management</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered librarian (NCLIP or equivalent)</li> <li>• Knowledge of school/Trust computer systems</li> <li>• Experience of line managing staff</li> <li>• Awareness of school curriculum</li> </ul>
<b>Literacy and Numeracy</b>	<ul style="list-style-type: none"> <li>• Secondary education up to GCSE level or equivalent</li> <li>• High level computer literacy</li> <li>• Excellent written/spoken english</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of computer systems relevant to the school.</li> </ul>
<b>Organisational</b>	<ul style="list-style-type: none"> <li>• Proven high level of organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of basic health and safety responsibilities and safeguarding procedures.</li> </ul>
<b>Equipment / Materials</b>	<ul style="list-style-type: none"> <li>• High level, accurate keyboard skills.</li> <li>• Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers</li> </ul>	
<b>Research</b>	<ul style="list-style-type: none"> <li>• Able to use the internet effectively for routine research</li> </ul>	
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Ability to check stock deliveries accurately</li> <li>• Ability to resolve a range of day-to-day problems, using own initiative. Know when it is appropriate to refer upwards</li> </ul>	

	<ul style="list-style-type: none"> <li>Identify variations from accepted patterns or missing documentation or other unusual aspects and investigate, suggest solutions.</li> </ul>	
<b>Creative Thinking</b>	<ul style="list-style-type: none"> <li>Edit and produce of school materials e.g. newsletters, promotional materials, displays.</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>Ability to prioritise own workload effectively.</li> </ul>	
<b>Interpersonal and Communication</b>	<ul style="list-style-type: none"> <li>Tact and diplomacy second nature</li> <li>Articulate with a good grasp of the English language</li> <li>Ability to remain calm under pressure</li> <li>Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable</li> <li>Understanding of the necessity and ability to maintain absolutely confidentiality</li> <li>Pleasant and helpful telephone and face-to-face manner</li> <li>Ability to function effectively as part of a team</li> </ul>	
<b>Keyboard</b>	<ul style="list-style-type: none"> <li>High level keyboard skills</li> </ul>	
<b>Manual Skills</b>	<ul style="list-style-type: none"> <li>Routine manual handling skills</li> </ul>	
<b>Level of Autonomy</b>	<ul style="list-style-type: none"> <li>Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time.</li> </ul>	