



St George's Academy

“Aiming high to achieve excellence for all”

Librarian Job Description

Salary:	NJC Scale 3
Hours:	37 hours per week
Contract type:	38 weeks per year
Responsible to:	Nominated SLT Lead for the Library function

PURPOSE OF JOB

- To be responsible for the provision, organisation and supervision of a library within the Academy. Under the direction of the nominated SLT Lead, this will include day-to-day management of the resource budget, providing information on the use of the library resources and digital resources.
- To provide advice and support on inquiry learning and research to Sixth form students at Sleaford or provide administrative support in Ruskington.
- To support the development of an inclusive reading culture within the Academy.
- To promote reading for pleasure within the Academy.
- To support disciplinary literacy within the Curriculum through liaison with Heads of Department or Faculty.
- To undertake administrative duties as required.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

The post holder will take responsibility for the following tasks and duties:

Librarian Responsibilities

- To take responsibility for the day to day organisation of the Academy library so that it may be used effectively by students and staff. This will include the selection, acquisition, development and co-ordination of learning resources in consultation with the teaching staff, in order to support and enhance learning throughout the school.
- To take responsibility for the management of the library/resource budget. This will include the purchase and promotion (in consultation with teaching staff) a range of materials relevant to the curriculum and suitable for the teaching and learning needs of staff and students at all levels of ability.
- To take responsibility for overseeing the routine administration of an Academy library. This will include managing the classification, issue, retrieval and distribution of books, library materials, other learning resources and training materials in the library to ensure availability and effective use.
- To manage Information Technology in conjunction with the ICT Department.
- Where required, to support and supervise any support staff who work in the Library.
- Under the direction of the nominated SLT Lead, to take responsibility for developing and overseeing implementation of the Library Development Plan with the other librarian. This will also involve liaison with Heads of Department

and teaching staff to ensure that the Library operates effectively as an integral part of the school curriculum.

- To plan and lead the supervision of the Academy Homework Club/Reading Club and break time activities, in line with Academy's development needs.
- To provide a good and effective working environment that is welcoming, safe and informative with appropriate displays, which promotes reading for pleasure to all students and student well-being.
- To support the delivery of English Faculty library lessons liaising with the English Key Stage 3 Coordinator.
- Support literacy activities during form time upon request, in line with the Academy development plan.
- To guide and supervise students, student librarians and enrichment students, ensuring compliance with the academy behaviour policy.
- To monitor the use of resources. This will include keeping all records of books on loan and ensuring prompt repair where required.
- Undertake minor repair on damaged books.

Sleaford Sixth Form Study Support

- To guide Sixth Form students at Sleaford in the correct way to research, record sources and produce a bibliography to support Sixth Form courses.

Ruskington Administration Support

- To undertake and support administrative tasks as required facilitating the smooth running of the Academy. This might include but will not be limited to supporting with the annual prize giving, supporting reception staff with reprographics and other administrative duties, supporting with educational visit administration

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- **Cover of the school's needs throughout the day**

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy x drive.

This job description may be amended from time to time in discussion with the post holder

Job Description Agreement

Employee Name:	
Job Title:	
I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.	
Signature:	
Date:	

PERSON SPECIFICATION

Librarian

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> • Experience of providing administrative support in a busy environment. • Previous experience of working in a Library. • Experience of supervising the work of others. • Experience of working with teachers and students to help develop independent learning and research / study skills. • Experience of using an electronic library management system. • Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment. • Experience of working with external organisations. • Experience of working successfully and co-operating as a member of a team 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working in a secondary school-based library • Experience of working with young people, children with Special Educational Needs • Knowledge and experience of providing academic support to students 	<p>Application/Interview</p> <p>Application/Interview Application/Interview Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview Application/Interview</p>
2. KNOWLEDGE	<ul style="list-style-type: none"> • Good general standard of literacy and numeracy • Computer Literate with an understanding of using basic Databases, Microsoft word and excel • Understand the importance of Safeguarding within a school environment • Knowledge of data protection and confidentiality procedures • Up to date knowledge of children's literature 	<ul style="list-style-type: none"> • Understanding of the principles of child development and learning processes • Knowledge or working practice in the education sector • Knowledge of using ICT to support learning • Knowledge and experience of cataloguing 	<p>Application/Interview Application/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Excellent customer service skills • Effective user of Word and Excel • Have the ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances • Ability to follow detailed procedures • Ability to make sound judgements when prioritising tasks and knowing when to refer • Demonstrate a positive solution focused approach to resolve routine problems independently • Good interpersonal and communication skills (both oral and written) with the ability to relate to all levels of staff • An ability to work effectively with individual students or small groups and forge good relationships with them • Flexible with effective time management skills • Able to work across different areas of the school as a member of support staff 	<ul style="list-style-type: none"> • Ability to find creative and imaginative solutions to problems • Ability to set up and develop administrative systems • Ability to foster and promote a love of reading to students 	Interview Interview Interview Interview Interview Interview Interview Interview
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Educated to GCSE (grade 4 or above, A* to C) level or equivalent including Maths and English • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Professional(chartered) qualification in Librarianship • Degree (or equivalent qualification or experience) 	Application Application
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Calm and patient when dealing with others • Suitable to work with children and safeguard their welfare • Demonstrates accountability and ownership for own work duties and activities • An ability to work within a team environment and be supportive of the overall team effort • Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously 		Interview Interview Interview Interview Interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<ul style="list-style-type: none">• Ability to travel to work across the Academy's two campus sites• Attendance at some evening and early morning meetings may be required		Interview Interview