



## Job Description

### Librarian

#### Level 7

**FTE Salary £28,770 (Pay Award Pending)**

**Actual Salary £25,165**

**37 hours per week termtime + INSET**

**Monday - Thursday 8:30am – 4:30pm (8.30am - 4pm on a Friday)**

### Job Purpose

To manage and take professional responsibility for the day to day running of library to provide a comprehensive service for pupils and staff. To support and develop pupils' learning, research skills and independent study and to develop the reading culture within the school.

### Main Responsibilities:

- To plan and deliver a range of specialist interventions to individual or small groups of pupils who are underachieving including Pupil Premium students.
- To Lead, and monitor the impact of the school's Bedrock programme.
- To assess students' reading abilities, using this information to inform reading interventions.
- Working closely alongside the English and SEND departments
- Promote the use of the library to the school community and foster an atmosphere which is conducive to positive learning experiences
- Responsible for the management of student behaviour whilst in the library
- Plan and deliver all new and existing reading for pleasure initiatives for the whole school e.g. World Book Day, National Poetry Day
- Create a welcoming space for all students, before, during and after school, fostering a love of reading.
- Select, purchase and maintain stock and equipment for the library that meet the needs of staff and pupils at a variety of cultural, ability and age levels Manage library information technology within the library including computer systems and catalogue search facility.
- Make the library environment attractive to pupils to encourage reading and learning
- Develop and implement library policies, protocols, practices and procedures.
- Maintain links with other schools and library services to ensure appropriate materials are obtained for use within the school
- Liaise with staff to ensure that students are reading appropriately challenging texts.



All Saints Catholic Collegiate

A company limited by guarantee registered in England and Wales with company number 8709352

Registered Office c/o St Gregory's Catholic Academy, Spring Garden Road, Longton, Stoke-on-Trent, Staffordshire ST3 2QN

### Supporting the Pupils in the delivery of Interventions and Bedrock

Supporting children with their learning and personal development both individually and in groups by:

- Planning and delivering intervention programmes including before and after school support.
- Assessing and providing feedback on pupil work in line with school policy
- Clarifying and explaining instructions, tasks and learning
- Ensuring children have access to the appropriate materials and equipment
- Motivating and encouraging, fostering a love of reading.
- Promoting good behaviour and care and consideration for others
- Encouraging the children to think and talk about their learning and listen attentively promoting the development of self-control, concentration and resilience
- Establishing positive working relationships
- Meeting physical and welfare needs as required whilst encouraging independence
- Providing focussed support for children with identified special needs
- Promoting and reinforcing the children's self-esteem
- Monitor student engagement and progress made within Bedrock lessons.

### Supporting the School

Supporting the school achieve its aims by:

- fully supporting the Catholic Ethos of the school.
- being aware of and following relevant school procedures and policies
- promoting positive links between home and school and the wider community
- respecting the sensitivity and confidentiality of information about the children and the school in general, following the school safeguarding policy
- being aware of daily and forthcoming events
- being a positive role model for the children and parents
- maintain positive professional relationships with all colleagues
- actively promoting the ethos and vision of the school
- supporting special school events
- supporting school trips and visits
- attending relevant in-service training
- undertaking playground supervision as required
- undertaking supervision duties required

This job description may be amended at any time following discussion between the Headteacher or line manager and member of staff, and will be reviewed annually.

*This school is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.*



**All Saints Catholic Collegiate**

A company limited by guarantee registered in England and Wales with company number 8709352  
Registered Office c/o St Gregory's Catholic Academy, Spring Garden Road, Longton, Stoke-on-Trent, Staffordshire ST3 2QN

FAITH, LOVE & LEARNING