



**Location:** The Bolsover School, Bolsover, Derbyshire, S44 6XA

**Salary:** Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

**Hours of work:** 37 hours per week, term time + 1 week

**Responsible to:** Literacy Co-ordinator

**Post objective** - To manage, develop and promote the library to ensure an effective resource and information centre is available for students and staff.

Main Duties and Responsibilities:

- Plan and oversee the organisation and management of the library including the financial management of the library resource budget.
- Selection, acquisition, organisation, promotion and maintenance of book and non-book resources.
- In liaison with the English department, supporting the operation of the Accelerated Reader programme, including planning, preparing and leading of Accelerated Reader lessons as well as analysing data regarding the programme.
- Responsibility for optimising the use of ICT services within the library. Development of online view data systems and the compilation of in-house data bases as appropriate.
- Ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.
- Managing student behaviour during social times i.e. lunchtimes.
- Organise and support academy and trust events and activities to actively promote reading, as well as promoting reading for pleasure and develop whole school reading culture. Supporting Reading Clubs and the student librarians during lunchtimes.
- Guidance and assistance to pupils on:
  - The choice of literature and materials to meet curricular needs and promoting reading for pleasure.
  - The compilation of book lists and other promotional material where appropriate.
  - Appropriate strategies for the selection of information sources to undertake assignments both from within the school and the wider community.

- Guidance and assistance to teachers on:
  - Maintaining a high level of resource awareness relating to relevant course/subject areas
  - Professional reading
- Undertake intervention programmes as directed by the Literacy Co-ordinator.
- Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations, e.g. Education Library Service (Inspire), Museums service, etc.
- Recruit and manage the student librarians.
- Run curriculum plus activities such as homework club and chess.
- Oversee the late bus.
- Source opportunities for funding to improve the resources in the library.

### General

- Liaison with other departments and non-teaching staff over matters relating to the library.
- Attendance at staff meetings, The Trust Librarian group and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ 5 GCE, GCSE pass or equivalent of NVQ Level 2 including Maths/Numeracy and English/Literacy</li> <li>▪ Relevant Librarian qualification (or qualified by experience)</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ A Level/Level 3 Qualification</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to use ICT effectively to support learning.</li> <li>▪ Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students.</li> <li>▪ Ability to motivate students and staff.</li> <li>▪ Ability to work at own initiative and as part of a team.</li> <li>▪ Ability to work in a flexible and responsive way with tact, discretion and confidentiality.</li> <li>▪ Ability to relate well to children and adults.</li> <li>▪ Ability to work under pressure.</li> <li>▪ Flexibility.</li> <li>▪ Competence in numeracy and literacy.</li> <li>▪ Excellent communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to support the processes and procedures for students' learning</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Awareness of confidentiality issues linked to:               <ul style="list-style-type: none"> <li>▪ Home</li> <li>▪ Student</li> <li>▪ Teacher</li> <li>▪ School work</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of the aims, content and intended outcomes of teaching and learning in relation to the National and the School's curriculum.</li> <li>▪ Understanding of principles of child development and learning processes.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Knowledge of a range of strategies to promote good behaviour.</li> <li>▪ Awareness of the statutory frameworks relevant to their role</li> <li>▪ Knowledge and understanding of the different classroom roles and responsibilities in relation to this post.</li> <li>▪ Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Experience working with children and young people.</li> <li>▪ Administrative duties.</li> </ul>	