



The Chase

A SCHOOL OF EXCELLENCE

Job Description

Post Title: Librarian

Salary: Scale 4 Term time only plus 2 TE Days

Line Manager: Deputy Headteacher

Main Purpose of Role:

- To ensure that the Librarian is used to its full potential as a Learning Resource Centre and its resources displayed to a high standard in order to provide an attractive environment for both purposeful study and leisure.
- The selection, organisation, promotion and maintenance of book and non-book resources to cover the full age and ability range of the school community, ensuring an equality of opportunity for all students and staff.
- The arrangement of resources for effective retrieval including the classification and cataloguing of all library resources using the Accessit software package. Full training will be provided, if required.
- To promote reading for pleasure to the whole school community, for example through author visits, readings, shadowing book awards and events.

Main Duties and Responsibilities:

- To inform and guide students and staff using the Learning Centre, including duties associated with helping a diverse range of students identify and access appropriate learning resources.
- To supervise and support students in the Learning Centre during breaks and during the after school Homework Club.
- To lead Library sessions for whole classes across the key stages
- To support students and staff in the use of software applications and hardware to promote learning, including the use of network software, multi-media and Internet/Intranet materials.
- To perform day to day tasks associated with running the Learning Centre including ordering new stock and monitoring overdue items by liaising with students, staff and parents.
- To offer an excellent level of customer service and to strive to ensure that all student queries relating to the Learning Centre are responded to positively, providing information and guidance to a standard which ensures all learners can participate fully.
- To keep up to date with current developments in children's fiction and non-fiction in order to recommend appropriate, engaging titles to all students.
- To develop knowledge and a skill set in order to support, promote and develop the use of Accessit, the Learning Centre software, throughout the school.

General

- To work within the schools policies and procedures
- To be aware of and comply with policies and procedures relating to safeguarding, security, and confidentiality and strictly adhere to data protection regulations, reporting all concerns to an appropriate person/ line manager.
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in regular meetings when appropriate

- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.
- To be aware and respect the confidentiality nature of issues within school