**The Elms Academy - Job Description**

**POST: Librarian**

**JOB PURPOSE: To promote a love of reading and encourage students to use the library for a variety of different types of study.**

**ACCOUNTABLE TO: Assistant Principal**

**RESPONSIBLE FOR:** **Together with the Assistant Principal to manage, monitor and evaluate, educational resources and their use, ensuring relevancy to the curriculum and School Improvement Plan within the allotted budget**

**WORKING WEEKS: 40w/year**

**WORKING HOURS: 37.5h/week**

1. **Professional Responsibilities**
   1. **Main responsibilities**

* To promote a love of reading and encourage students to use the library for a variety of different types of study.
* To manage, monitor and evaluate, with the Assistant Principal educational resources and their use, ensuring relevancy to the curriculum and School Improvement Plan within the allotted budget.
* To seek out initiatives that can provide further resources for the centre.
* To assist students in gaining the skills and knowledge to develop independent learning.
* To ensure the efficient and effective day to day running and development of the library for the benefit of the students and staff.
* To increase library usage across the Faculties, Year groups and at Open Access sessions.
* To facilitate and oversee participation in additional internal and external opportunities ie: literature festival and visits from authors, poets etc.
* To deliver Advice and Independent Guidance (AIG) to students, in conjunction with the Assistant Principal
* To work with the literacy lead on supporting specific students or literacy projects
* To be on duty in the library at break and lunch to facilitate student engagement
  1. **Key Accountabilities (KAs)**
* Mediate between learners and resources to enable learners to identify, locate and access information and resources.
* Advise the Leadership Team and staff on the provision of learning resources across the curriculum.
* Advise colleagues on the promotion of the love for literature, through competitions and publication of reading lists.
* Develop and make available professional skills for the benefit of the Academy in order that resources may be used to their best advantage.
* Manage, monitor and evaluate resources and their use, making and implementing recommendations to ensure relevancy.
  1. **Stock Accountabilities**
* Select and manage a wide range of resources to stretch the educational, informational and recreational reading expectations of students and to encompass careers advice covering colleges, universities and employment opportunities.
* Plan together with the line manager and in accordance with the Academy Improvement Plan, the priorities for stock purchase and development.
* Prepare and promote engaging displays of student work, resources and artifacts that reflect the broad curriculum.
* Manage the lending and returning of library stock.

**1.4 Self- Management and Management of Volunteers**

* Fully engage with the performance development review process (PDR).
* Monitor and evaluate own CPD needs in line with the objectives of the library.
* Select, monitor and train all student librarians and other volunteers.
  1. **External Promotion of Library**
* Promote library services to external groups with whom links have been established and seek to establish contacts with other relevant groups. e.g. (Partner Primaries and other local schools in Fulham.)
* Extended learning for all students and assist with the intervention project for targeted groups of students.

1. **Additional Responsibilities**

* Maintain and develop the Library Management system to support the requirements of the Academy
* Contribute information to the Academy website/newsletter where appropriate.
* Assist with the EVC co-ordination.
* Supervise and support students ensuring their safety and access to learning.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, in consultation with the postholder.

We are an inclusive Academy and strive to inspire our community to be the best that it can be. It is our aim to be outstanding in all that we do.

**We take the safeguarding of students and staff seriously at The Elms Academy. All staff are expected to support this ethos.**

**September 2024**