

<b>Job Title</b>	<b>Librarian</b>
<b>Reporting To</b>	Emma Lindsay - Literacy Coordinator
<b>Salary</b>	Bucks Pay Range 2- 3 (Actual Salary Range £9,750 - £11,480)
<b>Tenure</b>	Fixed Term 12 months with a view to go Permanent
<b>Core Hours</b>	Monday – Friday: 10.30am - 2.30pm (20 hours) (including 30 minutes unpaid daily lunch)
<b>Paid Working Hours Per week</b>	17.5
<b>Working Weeks per annum</b>	38
<b>Holiday Entitlement per annum</b>	5
<b>Paid weeks Per annum</b>	43
<b>FTE</b>	
<b>Notice Period</b>	1 month

#### **Purpose of Role**

To manage the Academy's library, including:

- overseeing stock levels
- logging books in and out
- devising engaging library displays
- recommending reads to students

To supervise students in the library during lunchtime

#### **Duties specific to the postholder**

- To run The Misbourne library to encourage its use by students in all year groups at break time and lunchtime
- To create engaging library displays to promote reading
- To supervise students in the library during lunchtime (11:10am- 11:30am and 1:30pm- 2.10pm)

#### **Personal and Professional Standards**

- To support the clearly defined visions and values of the school
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance development review (PDR) cycle for support staff, to take responsibility for personal continued professional development, making full use of the school's CPD opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including families, students, all staff and visitors

- To contribute actively to the Academy's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- To be aware of and comply with all relevant policies and procedures within the Academy, particularly those relating to child protection, equality, health and safety, bullying, behaviour and confidentiality. It is the duty of all colleagues to report breaches of Academy policies or procedures to the Headteacher.

### General Requirements

- To promote the school's policy on behaviour for learning, and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- To undertake such other duties as reasonably correspond to the general character of the post.
- To participate in the Academy's performance appraisal system

This job description is designed to complement your terms and conditions of employment as set out in your Contract of Employment.

The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.

<b><u>Headteacher:</u></b>	<b><u>Post Holder</u></b>
Signature:	Signature:
Name:	Name:
Date:	Date:

## Person Specification – Study Supervisor & Librarian

### Evidence Key

A = Application

I = Interview

T – Task

R = Reference

Criteria	Essential / Desirable	Evidenced by A, I, T, R
<b>Qualifications</b>		
Good basic education to GCSE level in English	E	T
Good IT skills	D	T
<b>Experience</b>		
Working with children, parents and families within an education context	D	A
Working in a school / library	D	A
Knowledge and Understanding of the needs of young people	D	A/I
Understanding of relevant policies/codes of practice	D	I
Safeguarding (training will be provided)	D	I
Confidentiality - ability to handle confidential information sensitively and with discretion	E	I
<b>Skills</b>		
Ability to relate well to young people and adults	E	I
Liaise and communicate effectively with others	E	A/I/R
Ability to build excellent, professional relationships with students and staff	E	A/R
Good written and verbal communication skills	E	A/T
<b>Personal Qualities</b>		
Calm, resilient and capable of dealing with emotive situations in a professional way	E	I/R
Good sense of humour	E	I/R
A good team player; flexible and adaptable	E	I/R
Proactive, using initiative and imagination to solve problems	E	T