

**JOB DESCRIPTION**

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| **JOB TITLE:** | Librarian |
| **GRADE:** | Grade D |
| **HOURS:** | 37 hours per week  41 week contract |
| **Reports To:** | Head of Language Development |

**GENERAL STATEMENT**

To represent The Mountbatten School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for school employees. Attendance at training courses may be required as part of professional updating.

**JOB PURPOSE**

The Librarian will be responsible for:

* the acquisition, organisation, management and development of library resources and information retrieval in support of the school curriculum and in response to the needs of students and staff
* promoting the Library within the school community
* the promotion of literacy
* the promotion of the enjoyment of reading in all its forms

**RESPONSIBILITIES/ACCOUNTABILITIES:**

* Development of policy for library resources provision in consultation with the Head of English and Head of Language Development which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school’s vision.
* In consultation with teaching staff, responsibility for the school’s selection, acquisition, management and evaluation of resources and information in all formats. The organisation of these resources, including purchasing, classification and cataloguing to support teaching and learning and to ensure equality of access.
* Possess or develop an active interest in young adult fiction to keep abreast of current trends, to review and recommend new and classic titles to students and staff.
* The preparation and control of annual library budgets.
* Promotion of the library to students and staff.
* The further development of information retrieval systems.
* Working closely with the Head of Language Development, to promote literacy across the school.
* Delivering library lessons within the English curriculum, as required.
* Assist with the Accelerated Reader Programme, as required.
* Providing guidance to groups and individual library users during the school day including development and operation of an all-user’s library and information resources programme to include induction and the promotion of independent learning and research skills.
* Ensuring that the library is an inclusive and appealing study space to support the academic endeavour, pastoral wellbeing and recreational reading of all students.
* Supervising students using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.
* Recruiting student library assistants, training, supervising and rewarding them for their achievements, contribution and commitment.
* Development of a comprehensive programme of lunchtime and after school reading-based activities throughout every term time period.
* Working with English department colleagues to promote and celebrate reading through involvement in competitions and events (such as: shadowing The Hampshire Book Award, Book Clubs, Scrabble Club, author visits etc.) as required.
* Providing induction sessions for new teaching and support staff as appropriate.
* Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
* Liaising with subject leaders and, when required, attending Middle Leaders meetings and any other meetings relevant to the role.
* Undertake other duties as allocated by the Headteacher or other delegated officers, within the purview of the post.

**NOTES**

* The School and site are open between the hours of 7.00 am and 10.00 pm and support staff may occasionally be requested to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
* Hours of work/designated lunch times may be subject to change for operational reasons.
* All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed by the line manager and processed via the Head of Human Resources.
* A term time contract is for 39 weeks. Support staff are required to take their own holiday during the school holiday periods.
* If there are exceptional cases where time off is granted in term time, it will either be as:

1. unpaid leave, or;
2. time made up in lieu (by negotiation).

* There are other occasions when the Headteacher may grant leave (either unpaid or in lieu) for:
  1. Overtime which has been worked by agreement with the Executive Headteacher/Director of Business Services.
  2. Attending a special event, e.g. graduation.

**FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

**APPRAISAL**

All support staff undertake an annual Appraisal in line with school policy and practice. This post holder’s Appraisal would be undertaken by the Head of Language Development.

Date Prepared: 29 June 2023

Prepared By: Beverly Ward – Head of HR

Date Reviewed:

Reviewed By: