

Job Title: Librarian	Pay Scale: PPS11
Normal Place of Work: Priory Pembroke Acadmey	Line Manager: Head of English
Role Summary: To manage the effective use of the Academy Library, and provide administrative support within the Academy.	

DUTIES AND RESPONSIBILITIES

To be responsible to the Senior Team for the efficient organisation and management of the library in order that it can support the policies and objectives of the Academy and its Departments.

- To develop the use of literacy and a culture of reading across the academy.
- To coordinate the purchase, cataloguing, logging and organisation of all resources appropriate to the learning needs of pupils and staff.
- To be responsible for running the Library Management System and monitor borrowing figures, including by year group, gender, PP and SEND
- To encourage and train students to contribute to the everyday running of their library.
- To encourage reading and oversee the tracking, management and administration of the Pembroke Reading Reward Programme.
- To organise and deliver author visits or workshops as applicable over the school year for a wide range of children
- To coordinate whole-school reading for pleasure events such as World Book Day
- Coordinate the Tutor Reading Programme
- To conduct small group reading interventions as discussed and agreed with line manager
- To seek opportunities, trips and visits.
- To maintain an awareness of developments in professional librarianship through links with the public library service/academy's library service and by attendance at training courses.
- To manage the space and behaviour during social times and supervising groups of students.

Such other duties as may be determined from time to time within the general scope of the post.

Key Responsibilities:

The post holder will contribute to the Academy's objectives in service delivery by:

- Ensuring implementation of the Academy's policies and procedures as relevant.

- Enactment of Health and Safety requirements and initiatives as appropriate.
- At all times operating within the Academy’s Equal Opportunities framework.
- Ensuring Customer Care and Quality initiatives are adhered to.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities and undergo any relevant training.

To carry out such other duties as may be determined from time to time within the general scope of the post.

Elements of this job description may be changed following consultation with your manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies’ values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils. □ Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Librarian

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1	A level English qualification	✓		
2	Professional qualification in librarianship, information management or information science		✓	AF / Cert
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
3	Recent and relevant experience of working in a library or information centre.	✓		AF / IV
4	Experience of working in a customer service environment.		✓	AF / IV
5	Recent and relevant experience of working with students ideally in a school environment		✓	AF / IV
6	Recent knowledge of Child Protection and Safeguarding.		✓	
	SKILLS AND ABILITIES			
7	The ability to manage and disseminate information in a range of different media	✓		AF / IV
8	Excellent oral and communication skills.	✓		AF / IV
9	Ability to use IT at a level commensurate with job role.	✓		AF / IV
10	Budget management skills		✓	AF / IV
11	Learning support skills		✓	AF / IV
12	Commitment to safeguarding and promoting the welfare of students	✓		AF / IV
13	Professional and responsive attitude and behaviour towards colleagues and clients.	✓		AF / IV
14	Must accept and actively support the Federation’s agreed values.	✓		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

I have read and accept the content of the job description:

Signed Line Manager :Dated:

Signed Employee..... Dated.....