The Radclyffe School *"Working Together for Excellence"*	**JOB DESCRIPTION** **LIBRARIAN**

Purpose:	To champion the library and whole-school literacy. To support students to access a range of resources, both electronic and paper based and increase their knowledge on a range of topics, relating to the National Curriculum, their personal/social development, and reading for pleasure. Working with the Reading Leader and Reader Listeners to ensure: individual or small groups interventions are taking place & interventions are targeted to student needs.
Reporting to:	Strategic Lead for Whole School Literacy
Responsible for:	The library (and its resources), interventions, whole school reading events
Liaising with:	Head of English & English staff, students, parents/carers, other school staff, external providers.
CRB Check	Enhanced Level
Working Time	Term Time Only plus 1 Day, 8:00am to 3.50pm – 36 Hours 40 minutes per week
Salary	Grade 4 (SCP 12-17) - £24,754 - £26,853 (Pro-rata applied)

SPECIFIC DUTIES

1.	Provide and maintain the Library and adjacent ICT resource area to ensure it is a learning environment which is safe, comfortable and educationally purposeful.
2.	Support Reading Leader to conduct learning activities in the library, and, when requested, suggest appropriate reading materials.
3.	In conjunction with the Strategic Lead for Whole School literacy, create a stimulating learning environment in the library with appropriate resources that promote literacy across the school.
4.	Track student reading behaviours and activity within Sparx Reader and Lexia PowerUp and collate the information for review. To give meaningful feedback on progress to students and relevant staff.
5.	Working with subject teachers, identify suitable opportunities for using the library and its resources to promote literacy across the curriculum.
6.	Supervise students in the library at break, lunch and afterschool to ensure orderly conduct and their safety, implementing the school's five respects and anti-bullying policies.
7.	To identify, promote and supervise a student library support team.

8.	Under the direction of the Reading Lead, work with students in small groups/one to one, to keep them on-task and to facilitate learning opportunities, e.g. encouraging reluctant readers and giving guidance to pupils on accessing appropriate information through the internet.
9.	Provide a space for quiet reading, homework completion and revision every break time, lunch time and after school until 4pm.
10.	Organise events in the library, such as visits by authors, World Book Day, Lit Fest or the involvement of the local community. This may involve liaising with local community groups and external partners.
11.	Organise and co-ordinate tours of the library as required, e.g. new starters to the school, or new members of staff, outlining the types of resources available.
12.	Respond to questions and queries to support students in their learning.
13.	Contribute to the production of material which supports student learning activities, e.g. worksheets on how to use the library, booklists or lists of suitable websites.
14.	Monitor use of internet facilities in line with the school's IT and acceptable use policies. Report faults with IT hardware and software to the ICT support team.
15.	Seek feedback from students for their views on the library and make plans where practical to include appropriate suggestions to improve the library service.
16.	In liaison with the General Operations Manager ensure suitable and sufficient lunch time supervision in the library.
17.	Be responsible for indexing, classifying, cataloguing, stock control, issue and return of all library materials and equipment.
18.	Liaise with other staff within the school to determine appropriate and useful stock, and to determine future orders for new learning materials.
19.	Display work in an attractive and eye-catching manner that is relevant to learning activities taking place around the school.
20.	Alongside the Strategic Lead for Whole School Literacy, account for the allocated library budget, monitoring related spend and producing reports as required, following school financial procedures and policies.
21.	Develop publicity for the library e.g. leaflets and in the school newsletter.
22.	Correspond with students /parents as required, e.g. overdue books.
23.	Undertake general administration, including photocopying.
24.	Production of management information as requested, e.g. statistics of library use.
25.	Maintain links with other school libraries and Oldham Council library services as necessary to facilitate sharing of knowledge and better outcomes for pupils. Attending the librarian network regularly.

26.	To annually support the Strategic Lead for Whole School Literacy in preparing for and attending the Year 5/6 Open Evening.

GENERAL DUTIES

27. To work with the Strategic Lead for Whole School Literacy to identify resource needs and to contribute to the efficient / effective use of physical resources.

28. To actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.

29. To be a role model and actively promote the school's Rights Respecting agenda

30. To understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all.

31. To take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students).

32. To maintain confidentiality and observe data protection and associated guidelines where appropriate.

33. To undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: March 2026	**Headteacher:** Mr J Cregg

PERSON SPECIFICATION LIBRARY MANAGER	ESSENTIAL / DESIRABLE	APPLICATION / INTERVIEW
Qualifications		
Numeracy and literacy qualifications to at least GCSE pass level	E	A/I
Educated to degree level or equivalent	D	A/I
Chartered librarian qualification	D	A/I
Experience		
Experience of working in a library	E	A/I
Experience and proficiency in using the most up to date common IT applications, e.g., Microsoft Office packages	E	A/I
Ability to solve problems, making recommendations as required	E	A/I
Experience of line management	D	A/I
Experience of working in education	D	A/I
Experience of bespoke library IT systems	D	A/I
Professional Skills, Abilities and Qualities		
Strong leadership skills with the ability to inspire young people by setting clear expectations and standards and being an excellent role model	E	A/I
Ambitious and committed to a purposeful career, helping to transform the life chances of children	E	A/I
Strong communication skills, written and verbal and high level of proficiency in use of IT	E	A/I
Person centred and visible clear leadership to dedicated and skilled team leaders	E	A/I
Open and honest, with a positive outlook	E	A/I
Strategic thinker helping to inform and operationalise school improvement priorities in relation to library and literacy	E	A/I
Values		
Commitment to the mission, vision, values and ethos of the school and the Trust	E	A/I