



## **JOB DESCRIPTION**

**Job Title:** Librarian  
**Grade:** B3 SCP 7–11  
**Reporting to:** Head Librarian

### **Job Purpose:**

To effectively manage the library on a daily basis, to include stock management, student supervision and provision of assistance to all library users. To develop strategies to foster a love of literature and reading, including material beyond the examined curriculum.

### **Main Duties:**

- Provide a welcoming, safe, supportive and ordered atmosphere in the library that is conducive to study and recreational reading.
- Work with students both in one-to-one and group situations to develop reading and literacy skills.
- Liaise and collaborate with all curriculum areas to ensure appropriate access to learning resources, including the development of resource material packs.
- Establish good relationships with students, acting as role model and being aware of and responding appropriately to individual needs.
- Help learners to make effective use of a wide range of learning resources.
- Work with the Literacy Co-Ordinator to research and purchase resources, ensuring quality control and value for money.
- Maintain the library booking system and be a confident user of ICT.
- Protect and catalogue library stock.
- Attend relevant staff meetings or other meetings as required.
- Innovate ways to increase the love of reading among students based on academy data.
- Perform any other duties as may be reasonably requested by the Senior Leadership Team / Literacy Co-Ordinator.

### **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

### **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.

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- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification

Criteria	Essential/ Desirable
<b>Qualifications</b>	<b>E/D</b>
• Mathematics & English GCSE Grade 4/9 or above	<b>E</b>
• Qualification or experience in librarianship at a professional level.	<b>D</b>
• Degree in Library and information management and/or CILIP Chartered Librarian	<b>D</b>
<b>Knowledge and Skills</b>	<b>E/D</b>
• Good knowledge and understanding of the reading and information resources required by students. Sound knowledge of literature for children and young adults.	<b>E</b>
• Strong oral and written communication skills, friendly & approachable.	<b>E</b>
• Good ICT skills.	<b>E</b>
• A passion for education and making a difference.	<b>E</b>
• Effective team member.	<b>E</b>
• Drive and determination.	<b>E</b>
• Ambition.	<b>E</b>
• Energy, enthusiasm, sense of humour.	<b>E</b>
• Willingness to contribute to the wider life of the Academy.	<b>E</b>
<b>Experience</b>	<b>E/D</b>
• Experience of working in school environment.	<b>E</b>
• Experience of using a Library Management System.	<b>D</b>
<b>Continuous Professional Development</b>	<b>E/D</b>
• Evidence of commitment to Continuing Professional Development	<b>E</b>
<b>Other Conditions</b>	<b>E/D</b>
• Enhanced DBS Clearance	<b>E</b>

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