



TREVELYAN MIDDLE SCHOOL – Job description

Job title	Librarian
Pay and conditions	Salary: Grade 5 Range: 22 – 26 Term-time (38 weeks) plus 2 days Hours: 12 hours a week, 2 days a week (days to be agreed)
Line Managed By	Head/Deputy Head of English
Notice Period	8 weeks

Job Purpose

- Organise the efficient and effective operation of the School Library;
- Assisting pupils and staff in the use of the facility;
- Assist with planning and delivery of the literacy and oracy strategies for the school;
- Contribute to the overall ethos, work and aims of the Trust.

KEY AREAS OF IMPACT

Strategic Direction:

- Be responsible for organising the School Library and its day to day running;
- Assist in the use of the facility by the pupils;
- Assist with planning and delivery of the literacy (including Reading for Pleasure) and oracy strategies for the school;
- Support with the operational running of the school's Accelerated Reader programme.

Main Duties and Responsibilities:

- Plan and oversee the organisation and management of the Library;
- Oversee and facilitate the use of the school's Accelerated Reader provision;
- Monitor pupils' reading activity and habits to accurately record achievement / rewards according to agreed procedures;
- Assist with the identification and selection of new reading material for the library;
- Index, catalogue and classify learning resources in the library resource centre and develop and maintain accurate and reliable catalogue and lending systems;
- Open the library before school, break-time, and during lunch-time;
- Promote the use of the library to the school community and foster an atmosphere which is conducive to positive learning experiences for users of the service. This will include ensuring a high standard of display and promotional material is available;
- Encourage the active participation of teachers and students in accessing all the facilities and resources available through the school's Library, including project work;
- Develop and maintain links with external agencies and sources to maximise the use of appropriate materials and information for the library resource centre, including the Library Service, public libraries, museums, local colleges, community learning services and other local authorities;
- Be responsible for the supervision and management of the behaviour of students and to have responsibility for student health and safety in the Library;
- Supervise students in the Library, as appropriate, to ensure high levels of engagement with independent study and to create a positive student culture;
- Manage, develop and organise the school library resource centre to ensure access to an effective learning resource and information service which supports learning and teaching;
- Manage and organise resources, facilities and services provided by the library resource centre to allow flexible access and support for curricular activities, study support, independent and recreational use;



- Monitor and evaluate the effectiveness of the service provided by the library and implement changes where necessary;
- Create and demonstrate a welcoming and 'user friendly' learning environment at all times of the working day in the school's Library;
- Manage the system in the school library – loaning student books in and out, contacting parents where appropriate;
- Research and purchase new texts to keep the library current and reading material exciting;
- Follow the school behaviour policies, ICT protocols and promote independent learning;
- Undertake stocktaking as and when required;
- Establish/maintain links with other library services, other librarians and organisations;
- Support the student welfare and pastoral teams in supervising students, as required, and engaging them in independent learning and the interventions set.

General:

- Attend and participate in relevant meetings and training sessions;
- Attend school events as required;
- Provide an effective first aid service when required to staff, students and school visitors at Trevelyan Middle School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - a. Making accurate and appropriate recordings of all first aid cases
 - b. After making an initial evaluation and assessment, dealing with and recording minor first aid incidents
 - c. Contacting parents as required
 - d. Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - e. Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- Invigilate school and public examinations and tests as required;
- Cover for absent colleagues as directed;
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the Trust, or Head Teacher of the school shall from time to time reasonably require.

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

SAFEGUARDING

Trevelyan Middle School and Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES



- Play a full part in the life of the school community, including duties to support the school ethos & values and encourage learners to follow this example;
- Actively engage in the performance management/appraisal process;
- Continue personal development as agreed.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.