



Trinity Academy

Librarian

Job description

Job title	Librarian
Location	Trinity Academy
Salary	<p>Job title: Librarian</p> <p>Salary: SCP 22 - 26</p> <p>FTE £29,224 - £32,394</p> <p>Actual £13,094 - £14,515</p>
Role Summary	<p>Our mission at Trinity is to create a world-class school, in which all members of the community seek to become the best version of themselves by developing Head, Heart, and Soul.</p> <p>For this to happen, we need to create and maintain a strong culture of reading, both within and beyond the curriculum. This role is pivotal in achieving this.</p>
Working pattern	<p>18.75 hours</p> <p>Term Time Only plus 2 weeks (times and weeks to be negotiated)</p>
Responsibilities	<p>Responsibilities of the role</p> <p>With the support of our Middle Leaders, and in particular our Head of English, the librarian's key responsibilities are:</p> <ol style="list-style-type: none"> To maintain the library as a resource base to promote recreational reading and support work within the curriculum by: <ul style="list-style-type: none"> Storing and displaying books and other learning resources in a way that makes them accessible and appealing to all Issuing and retrieving those books and resources, contacting home if need be Keeping up to date with developments in each subject's curriculum to ensure that the most helpful texts are available to support and extend students' learning Keeping up to date with developments in YA literature to ensure that the best contemporary texts are available to students



- Ensuring that the texts that we stock are representative of the diversity within the UK, as well as our own student body
 - Ensuring that the texts that we stock promote equality, diversity, and inclusion, whilst at the same time ensuring they're age-appropriate
 - Supervising students using the library at break and lunchtime, and ensuring the space remains safe and calm for all present
 - Supporting library lessons, either by working with weaker readers, or supervising stronger readers so that weaker readers can be supported by our English team
 - Appointing and directing a team of student librarians
2. To assist library users in developing the skills necessary to use the library efficiently and effectively for research and study:
- Creating clear library systems
 - Using displays to signpost those systems
 - Explaining those systems to students via library inductions
 - Providing ad-hoc assistance to students in finding library resources, both in person and online
3. To actively promote reading across the Academy by:
- Overseeing the school's Drop Everything and Read programme
 - Leading on events such as World Book Day
 - Organising events like author visits
 - Leading or providing support to school book groups
 - Using whole school systems like assemblies, tutor notices, and school display screens to promote the above
 - The ability to contribute to other co-curricular areas of Trinity life - through things like team sports, music, drama, and/or other co-curricular activities - is also welcomed, but not essential.

Please note that while the job description above sets out the key outcomes required, it does not specify in detail the activities required to achieve these outcomes, nor does it include the general responsibilities set out below, for which all staff are accountable.

General Responsibilities:

- Establish and maintain effective relationships and communication with staff & pupils
- Play a full part in the life of the Academy community, supporting its mission & ethos
- Adhere to the Academy's policies
- To engage actively in the staff review and development process
- To undertake professional development



**CATHEDRAL
SCHOOLS
TRUST**



**TRINITY
ACADEMY**

Reporting to	Head of English
Safeguarding	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>



**TRINITY
ACADEMY**

Trinity Academy

Librarian

Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would still encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including your application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- A tangible passion for reading and literacy
- The ability to be enthusiastic, but also perceptive and fair
- The ability to provide guidance, advice, or instruction to support and challenge students and staff in an appropriate way
- The ability to manage time effectively, and to organise and prioritise workload proactively so that objectives are fulfilled
- The ability to work on one's own initiative and not require constant supervision
- The ability and willingness to work cooperatively as part of a team
- The ability to respect the professional expertise of others, and use their constructive feedback to improve your performance
- The ability to manage students
- The ability to meet multiple requests for information in a calm and professional manner
- Excellent organisational and general administrative skills, e.g. recording, filing, etc.
- Excellent IT skills, especially in the areas of databases and spreadsheets
- A high standard of written and verbal communication skills, and the ability to communicate with care and respect when interacting with students, staff, parents and carers
- A personal commitment to quality and excellence that will take the Academy forward

You are likely to have:

- Knowledge of and interest in the education environment.
- A strong record of developing and maintaining good relationships with young people and adults
- An understanding of the needs and values of different communities, in particular the different cultures the Academy serves
- Genuine care for all students, especially the disadvantaged and vulnerable
- Belief in and commitment to the values and vision of Trinity and passion for contributing to realising our mission

You may have:

- Evidence of leading initiatives to improve reading
- Knowledge of and expertise in how people learn

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Education to at least level 3 (e.g.: A level, NVQ3 City and Guilds)
- Excellent literacy, numeracy, and accuracy

You are likely to have:

- Degree or equivalent
- Relevant further librarianship qualification

You may have:

- Qualified Teacher status

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Experience of maintaining and manipulating computerised data/information
- Experience of working with young people from diverse backgrounds

You are likely to have:

- Previous experience of working in a library



**TRINITY
ACADEMY**

- Knowledge of Young Adult fiction/current literature
- Experience of using a Management Information System

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.