

Bridgwater and Taunton College Trust

Librarian.



Librarian.

Grade: BTCT Scale 05.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

Bridgwater and Taunton College Trust

Librarian.

Core Purpose

The Librarian provides management, development, promotion and evaluation of Library service.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Oversee and facilitate the use of and maintenance of the library.
- Indicate student successes and achievements, communicating with HoY and curriculum leads.
- Nominate, train and develop student librarians.
- Supervise students in the library, when the student is not the responsibility of a teacher in attendance.
- To support literacy and reading development within the school.
- Select, order, organise, promote and maintain library resources to support all curriculum areas, covering the full age and ability range of the school.
- Catalogue, index and classify library resources.
- Taking responsibility for and managing the Library budget.
- Develop both book and non-book material into a resource that serves the curriculum including special needs and resources in languages other than English.
- Minimise the loss of library resources through the implementation of the security system.
- To encourage purposeful use of the library for study, leisure and pleasure.
- To manage the Library Management System and liaise with the external software providers.
- To obtain statistics from the Library Management System to inform future planning.
- Attend relevant In-Service Training Courses and Days.
- Establish a supportive relationship with children and parents.
- To provide administrative support to the Exams Officer during this mock and public exam season.
- To be first aid trained and provide first aid cover when required as directed by the Office Manager

Other Requirements

- Attends mandatory training, for example, for child protection
- Responsible for the health and safety and welfare of themselves and others.
- To be responsible for the safeguarding and promotion of the welfare of children.
- To be a team player and contribute within your own capabilities towards the Academy vision
- The post-holder may from time to time be required to carry out other duties commensurate with the role

Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses

Bridgwater and Taunton College Trust

Librarian.

- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>Ideally to have at least 5 GCSEs at grade C (or equivalent) or above, to include English and Maths</p> <p>Competent in the use a wide range of IT packages</p>	
Knowledge/Skills	<p>Committed to continuous professional development, seeking opportunities to constantly improve their practice</p> <p>Have exceptional communication skills</p> <p>Have outstanding organisational skills</p> <p>Have exemplary interpersonal skills</p> <p>Have excellent customer service skills</p> <p>Have a high degree of professionalism, discretion and able to maintain confidentiality.</p>	

Bridgwater and Taunton College Trust

Librarian.