

**BELLERIVE FCJ CATHOLIC COLLEGE**

**LIBRARIAN (Maternity Cover)**

*Required until Easter initially*

**Pro rata salary - £21,547 (FTE £24,491)**

**41 weeks/year**

**JOB DESCRIPTION**

*‘Teach the children with all kindness and gentleness possible.’*

Marie Madeleine D’Houet (1781 – 1858)

*‘Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.’*

FCJ Education: Our Vision and Values (2013)

**Purpose of role**

To be responsible for the overall running and organisation of the library for student use. To create an environment within the library that promotes the value of reading for pleasure.

**Principal Duties**

To promote a love of reading throughout the school.

To be responsible for the day-to-day running of the library in relation to management of resources and ensuring a positive learning environment is created.

To be responsible for organising and managing resources in the library – this includes the prompt return of resources by staff and students; managing a system of filing and shelving of books; carrying out an end of year stock check, replenishment and disposal of staff as appropriate, etc.

To manage and implement a policy in relation to dealing with late returns and fines.

To ensure that the issue and return of all resources is maintained and updated on a weekly basis.

To order and process resources and materials for the library, which includes liaising with teaching departments to ensure the purchase of new stock is appropriate within budgetary limits.

To support the teaching staff by giving advice and assistance in producing resources for study use.

To deliver library/reading lessons as part of Year 7 carousel and other intervention programmes.

To deliver library induction programmes for new staff and students.

To be responsible for the profile of the library within the school by organising specific events, for example, book week, competitions, quizzes, etc.

To supervise pupils during breaks, lunchtimes and after school.

To be responsible for updating and maintaining display boards inside and outside of the library.

To provide Securus monitoring.

To create and maintain a positive learning ethos.

To undertake general administrative duties as appropriate and when required.

**General Duties**

Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job. This may include acting as a scribe/reader for pupils taking external examinations.

To keep relevant senior staff fully informed of all matters that they are involved in and initiatives they undertake.

To cover for absent colleagues, as appropriately required.

To participate in and attend meetings and training as appropriate, including INSET days.

To take an active role in own professional development, in line with performance management objectives.

To ensure confidentiality is maintained at all times.

To work in accordance with all school procedures and policies, to adhere to the school’s professional code of conduct for staff and quality standards for all staff including smart dress code.

To actively support school initiatives.

To support the work the school undertakes with students outside of term time, which may require some availability during school holidays.

This job description is not exhaustive and may be subject to amendment at regular intervals. You may be asked to undertake other duties as required by the Headteacher, commensurate with the grading of the post.

September 2021