



# School Librarian Job Description



**Job Title:** School Librarian  
**Responsible to:** Deputy Head Teaching and Learning  
**Grade:** 4  
**Role purpose:** The School Librarian will be responsible for the management of the library and will promote and encourage a culture of reading across the school community that celebrates and promotes the power and joy of reading.

## Students

1. Supervise students in the library and support the use of resources and facilities in an appropriate manner.
2. Promote the use of the library and library resources across the school community to students, staff and parents.
3. Recommend appropriate reading materials to students to encourage reading motivation, reading for pleasure and reading progress.
4. Design and lead on reading initiatives to encouraging reading throughout the school. These should include (but are not limited to): arranging visiting authors; organising reading competitions; celebrating key reading and noteworthy events; running clubs; organising trips; coordinating fundraising events and collaborating with other schools.
5. Assist key stakeholders in the delivery of reading initiatives that facilitate the reading progress of students by implementing or supporting strategies that target and improve struggling readers. Support the delivery of the accelerated reader programme, tracking and using data from the scheme to ensure effective stocking and organisation of the library, offering suggestions to reluctant readers, and facilitating effective book loans.
6. Manage the study space for sixth formers, maintaining a calm and quiet working atmosphere.
7. Support lessons in the library to ensure that the students make best use of the facilities and resources.
8. Use student voice to evaluate library provision and to inform developments with the library space, stock and activities.

## Management of Resources

1. Manage the library stock to keep it organised, tidy and in great condition.
2. Monitor and review library stock by researching and keeping abreast of the most recent writing, reading and research on Young Adult fiction and appropriate subject specific non fiction.
3. Purchase library stock to ensure that the library contains a dynamic collection of imaginative fiction and non fiction material to meet the needs of a diverse community.
4. Regularly stock take the resources of the library to ensure that they are catalogued, organised, up to date, relevant, current and diverse.
5. Issue library books in line with library policy, chase late returns and contact parents/carers to support the return of missing books. Support the delivery of the accelerated reader programme, tracking and using data from the scheme to ensure effective stocking and organisation of the library, offering suggestions to reluctant readers, and facilitating effective book loans.
6. Work with departments and students to issue and manage book stock and resources.