**SCHOOL LIBRARIAN**

**JOB DESCRIPTION**

**Hours of work:** 15 hours a week, term time only

**Salary:** Scale H4

**Reports to:** Assistant Headteacher, T&L Professional Development & Staff Wellbeing

**Purpose:**

The post holder has responsibility to manage the delivery of the library service for the school. The library is a key centre of learning within the school and averages a daily footfall of over 400 customers. It is open daily from 8am - 5pm Monday to Thursday, 8am - 4 pm Friday. Users of the library are both students and staff.

**Key Responsibilities:**

Reporting to Assistant Headteacher Staff Development and Wellbeing

* To manage the library and set standards of customer service and ensure that it provides a safe and welcoming environment.
* To purchase, maintain and organise resources efficiently and effectively in order to meet the requirements of users.
* To ensure that stock is up to date, complies with the school’s commitment to equality, diversity and inclusion, is available and issued in a well regulated manner, including recovery of income relating to late, lost and damaged items.
* To supervise students whilst they use the facilities. Report incidents of abuse/misuse of resources and equipment, or other unacceptable behaviour, to ensure that appropriate action is taken according to the school’s ladder of consequences.
* To provide teaching and learning within the library. Deliver a library induction annually for Year 7. To manage and undertake reading development sessions as timetabled.
* To supervise and assist students daily during lessons, break and lunch times and in the after-school library-based homework sessions. To assist students, when requested, with information retrieval, either from books or the internet.
* To manage ‘student librarian’ programme: a programme developed to enable students to apply to undertake roles of responsibility within the library.
* To liaise regularly with teaching staff and key post holders to ensure that resources are available to match the key requirements of the school curriculum.
* To offer advice and support to Curriculum Leaders with regards to texts and resources.
* To maintain awareness of relevant developments, particularly latest technology including ebooks that may enhance the facilities offered by the Library.

To work with the English Faculty to enhance literacy within the school including supporting the following:

* promotion of whole school events;
* Year 7 library lessons within their timetabled English lessons.

**Other Specific Duties**

* To carry out their responsibilities at all times with due regard to the school’s Equal Opportunities and Health and Safety policies.
* To run after school homework clubs for students from 3.15 p.m. - 4.30 p.m. on a Thursday and 3.15 p.m. - 3.30 p.m. on a Friday and to actively promote this club.
* To attend meetings as required.
* To be responsible for generating and changing displays which promote literacy and student learning in the Library and its immediate vicinity.

**General**

* Carry out any other reasonable task not specified by this description.

**PERSON SPECIFICATION**

**Essential:**

The post holder will need to:

* relate positively to students and be helpful and patient;
* have good customer care skills when dealing face to face and over the telephone with students, parents, visitors and staff;
* present the school in a professional, courteous, friendly and business-like manner;
* possess a pleasant personality and a good sense of humour;
* be smart and presentable;
* have excellent IT skills;
* pay attention to detail in all work produced;
* be very well organised, methodical and accurate;
* view constructive criticism as positive input;
* have a strong desire to develop own skills and to support others in developing their skills;
* be flexible in approach and happy to do whatever is required;
* have a positive outlook and a “can do” approach; show initiative and a willingness to work as part of a team;
* be committed to the principles and practice of equal opportunities; and
* be committed to student welfare and safeguarding principles of the school.

**Desirable:**

* have a university degree;
* to have experience of working in an administrative / clerical role;
* current and/or previous experience of successful work in a school or college; and experience of using Bromcom.