



OAKLANDS SCHOOL

JOB DESCRIPTION SCHOOL LIBRARIAN

Job title:	School Librarian	Full/Part time:	35 hours per week, Term Time Only + 3 weeks (42 weeks)
Location:	Oaklands School	Salary range:	£32,418 - £36,417 per annum pro rata (Actual salary payable £30,708 - £34,496)
Responsible to:	Assistant Head Teacher	Grade:	Scale 6 - SO1 (Points 18-25)

School ethos: We are a school who actively encourages our students to be kind, to care and take opportunities.

Commitment to literacy: At Oaklands School, we are committed to developing the literacy skills of all our students. Literacy skills are central to the development of learning, personal and social development and to lifelong learning. This gives students the opportunity to contribute to the development of a successful life, where they can appreciate, enjoy, understand, evaluate, articulate and make informed choices and decisions.

JOB SUMMARY:

- Lead the development of Learning Hub across the school, including the Sixth Form Learning Resources Centre
- To be responsible for the management of all Library resources including online resources
- To develop and promote a high quality, professional library service for all students and staff, in order to aid teaching and learning and promote reading for pleasure
- To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures
- To ensure the school libraries are in an orderly, safe, stimulating and welcoming environment for students

DUTIES & RESPONSIBILITIES:

- Supervision and management of the physical resources and environment, including accountability for related systems, procurement, budget, policies, operational procedures, publicity and promotion, developing events, service standards
- Supervision of the library before school, at lunch times and after school
- Create and update display boards, providing an attractive environment which is conducive to achieving optimum use of the library - both for purposeful study and for leisure

Leadership role:

- To line manage the Learning Mentor and sixth form resource assistant, to ensure the day to day running and management of the Sixth Form Learning Resources Centre
- Lead a group of student librarians who support in the library

Support for school library and its pupils:**Stock Selection:**

- Purchase new fiction titles (newly published, award winners, shortlisted titles, pupil's reservations)
- Purchase Non-fiction using reading lists provided by departments
- Purchase magazines to support curriculum or the interests of young people

Stock management:

- Revise stock regularly to ensure it is current, diverse, engaging and stimulating - including book choices across different genres, levels of challenge, age group and gender interest
- Liaise with curriculum leaders within departments for their resource requirements to support students and other users and to fully access the curriculum and as such contribute towards teaching and learning in the school
- Promote new resources and highlight sections of stock, in school and on the school website

Pupil Support and Progress:

- Work with Curriculum Leads across the school to develop the purpose and content of the Library and facilities and the services required to meet the needs of our students
- Deliver Y7 Library Induction sessions for all students
- Liaise with the Special Educational Needs Faculty regarding students needing literacy support and assist with the delivery of Thinking Reading Literacy interventions
- Undergo any relevant Thinking Reading training as necessary
- Record reading progress in student planners and communicate progress with teachers and parents
- Assist English teachers, by compiling Fictional Reading Lists to support the wider reading curriculum and make available in print and via the School website
- Lead on a range of calendared promotions designed to attract a wide range of students to the library, such as author events, writing workshops, competitions, assemblies, quizzes, reading groups and trips
- Liaise with feeder primary schools to promote reading and literacy
- Compile A-Level wider reading lists and make available in print and via the school website

Other General Duties

- Attend fortnightly line-management meetings with the Assistant Head Teacher in charge of Literacy
- Carrying out any other reasonable duties as requested by the academic Senior Leadership team
- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.

- Participate in training and other learning activities and performance management and development as required.
- To comply with Safeguarding and Health and safety responsibilities as part of performing the role
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School and adhere to the Oaklands School Code of Conduct.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

The job description and Person Specification is not exhaustive and is subject to alteration in discussion with the post holder.



PERSON SPECIFICATION

Qualifications and Experience

- Professional qualifications relevant to the role
- At least 2 years' experience of working in a Library within an educational establishment or an Information Centre.
- Previous management experience. (Desirable)
- Experience of working with/supervising young people, including behaviour management
- Conversant with library management systems/packages and ICT software.
- Evidence of continuing professional development.

Knowledge and Skills:

- Sound knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources
- Knowledge of how ICT can be used to support reading development
- Knowledge and understanding of child protection, safeguarding children and promoting the welfare of children. (Training will be provided)
- An understanding of budget management
- Excellent communication and organisational skills
- The ability to strategically plan towards the library's key aims and objectives to ensure the desired outcomes are met
- The ability to demonstrate an innovative and passionate approach to books and reading and promote this across the school
- The ability to manage and disseminate information in a range of different media
- Commitment to equality and diversity issues in the provision of library services
- The ability to observe strict confidentiality

Personal Qualities - the successful candidate will:

- Commit fully to the school's ethos of Work Hard, Be Kind and Take opportunities, of ensuring that every student leaves Oaklands to achieve their full potential
- Be committed to excellence, self-motivated, demonstrating a positive approach with a "can do" attitude.
- Have a strong sense of moral purpose and believe that every child, no matter their background or ability, deserves the chance to reach their full potential.
- Have a genuine love of reading, a high level of personal drive and consistently set extremely high standards for themselves and students
- Be willing to learn and take up CPD opportunities
- Be able to build effective relationships with staff, students and external parties at all levels
- Be able to make key decisions with good judgement.
- Have a proven track record of success and demonstrate a willingness to work flexibly to meet the best interests of the school

- Understand the importance of, and be able to work to, a very high level of detail and accuracy
- A positive approach to hard work and collaboration within a team