**SCHOOL:**  **THAMESVIEW SCHOOL**

**JOB TITLE:** **LIBRARIAN**

**REPORT TO: DIRECTOR OF ENGLISH**

**GRADE: KR7**

**Purpose:** To provide effective resource management in the library area, promoting and developing its use amongst staff and students. To aim to create a library that is a vibrant hub of literacy development and enjoyment of reading

**Responsibilities/Accountabilities Include:**

**Library Stock –**

1. Cataloguing and processing of new material into the library collection so that it is ready for shelving, and maintain appropriate stock registers for books.
2. Shelving stock and keeping the library in good order.
3. Managing the issuing and returning of the library’s stock, keeping track of loans and chasing those that are overdue, and ensuring that accurate records are kept at all times.
4. To become familiar with all new resources and equipment bought into the library so that help and assistance can be given.
5. Act as responsible budget holder for the planning and management of library resources.
6. Monitor, evaluate, review and revise the resources and services provided by the library.

**Resources and Management –**

1. To arrange for the repair of school equipment used in the library through Kier, and withdraw stock as and when required under the discretion of the Headteacher.
2. To assist in setting up the library area for meetings and classes as and when required.
3. Liaise with Kier FM and appropriate staff to meet equipment needs requests for whole school activities such as assemblies, meetings and productions.
4. To organise and publicise a range of events to promote the value of reading throughout the whole school community.

**Leadership –**

1. Assist with the recruitment, selection and training of additional staff helpers in the library area.
2. Lead and manage any other staff allocated to the library.
3. Plan and implement a library development plan in partnership with the Director and Assistant Director of English and report on this to the Governors and SLT.
4. To work with the ICT Technician on joint projects and activities.
5. Participate in Primary/Secondary school transition activities.
6. To facilitate the Accelerated Reader lessons. To use the AR data to inform staff about progress in Literacy.
7. To assist the Whole School Literacy Coordinator in the running of Literacy Interventions for Yr7 and 8.
8. Develop a culture of reading through regular fun competitions and activities between self, tutor groups and communities.

**Curriculum –**

1. Providing support for library users and helping them find the right materials and resources. Taking whole classes.
2. To provide support to Sixth Form staff and students regarding research methods, how to use formal citations for reference and general support of the curriculum
3. Encouraging staff and students to use the library through providing support for a range of library based activities and promotions.
4. To facilitate the implementation and day to day running of the Accelerated Reader Programme (ARP).
5. To facilitate weekly library sessions for KS3 students, provide guidance and assistance to pupils on choosing books and accessing the Accelerated Reader Programme.
6. To assist with tasks arising as a result of school projects such as Book Week, Open Evening, Student Inductions and transition days.
7. Keep parents informed on a termly basis of their child’s reading development. Liaise with individual parents about specific concerns for students and provide strategies for intervention including 1:1 reading time

**Students –**

1. Supervision of students using the library.
2. Develop and work with a team of student librarians, supervising their work.
3. Train and support 6th form students to deliver a one-to-one support program to KS3 students.
4. Support Duke of Edinburgh by providing volunteering opportunities in the library.

**Other expectations –**

1. To undertake such task as reasonably requested by the Headteacher, or on their behalf, as are appropriate to this job description
2. To promote the School’s Equal Opportunities policy in carrying out all areas of the post.
3. To have due regard to the Health and Safety at Work legislation in carrying out all aspects of the post.
4. To adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times.
5. To adhere to the General Data Protection Regulations and the Data Protection Act 2018 and GDPR regulations are met at all times.

**Notes -**

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must have regard to the Conditions of Employment.
2. This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.
3. The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

**PERSON SPECIFICATION**

* Strong organisational and time management skills.
* To be able to work effectively as a team member.
* To have a flexible approach regarding all duties undertaken.
* Ability to work under pressure and to deadlines.
* High level of administration and ICT skills.
* Experience of all aspects of library support working in a school or similar environment.
* Ability to communicate effectively with pupils, staff, and outside bodies.
* A willingness to attend training courses to enhance development and performance (e.g. NVQ Qualification)
* Ability to prioritise own workload.
* Patience and understanding
* Ability to work independently and be proactive
* Self-motivated
* Ability to maintain confidentiality and work with discretion under the data protection act
* Knowledge of copyright laws
* Passion for reading
* Enjoy working with children

**Qualifications**

**Essential:**

Good general level of education including literacy/numeracy skills.

GCSE (or equivalent) English and Maths.

A minimum of NVQ3 level relevant library and information qualifications or comparable relevant experience.

**Desirable:**

Fully qualified Chartered Librarian or equivalent experience (or desire to obtain).

**Experience**

**Essential:**

Experience of utilising ICT and skills to access and retrieve information.

**Desirable:**

Experience of working in a library preferably in a school or college environment.

Experience of working with young people and meeting their particular needs and requirements.

**Skills/Knowledge**

**Essential:**

Proven high level of organisation skills.

Self-motivated and able to work under own direction.

Proactive and imaginative in approach to provision and promotion of library/resource centre services.

Ability to communicate effectively with all members of the school community and remain calm when under pressure.

Skills and confidence to be able to instruct groups of young people.

Able to work in a changing environment, to be open to new ideas.

Knowledge and love of children’s literature.

**Desirable:**

Knowledge of the principles and practice of librarianship as acquired through professional qualification or knowledge

Awareness of current developments in library/resource centre management

Awareness of school curriculum