



JOB DESCRIPTION

LIBRARIAN

Job Title: Librarian

Salary: KR6

Responsible to: SLT – Assistant Headteacher

Contractual Hours: 30 hours per week term time only plus 5 INSET days

1. PURPOSE OF JOB:

- General care of library, users, and resources.
- To manage, develop and promote the school library.
- To ensure that all students and staff have access to a range of relevant books and giving information to support teaching and learning.
- To facilitate independent research and encourage reading for pleasure.

2. DIMENSIONS:

- Library Budget.
- No subordinates.

3. PRINCIPAL ACCOUNTABILITIES:

- General administration.
- Monitor and organise circulation of resources.
- Operate Library Management System, Accessit.
- Promote library by mounting displays.
- Be present in library during Year 6 Open Evening.
- Selection, acquisition, cataloguing and organisation of library resources.

4. SCOPE FOR IMPACT:

- To assist students in their day-to-day study, reading and research.
- To plan, organise and deliver workshops on research skills to groups of students.
- To support literacy, encourage reading and a love of literature.
- To raise the profile of the library by organising enrichment opportunities including inviting authors to visit.

- To work with Departments, especially English to promote library use and independent study skills.
- To promote National events such as National Poetry Day and encourage engagement through activities and competitions.

5. JOB CONTEXT:

Supervise:

- Library, students, and the use of resources including use of electronic devices.
- Library as a Sixth Form study area.

Provide Training:

- For student librarians.
- Initial library induction for Year 7 and Year 12 students.
- Research skills (in collaboration with teachers).

Provide Services:

- Prepare topic specific resources at the request of teaching staff.
- Keep library information up to date.
- Maintain school archive.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

EQUALITY AND DIVERSITY

NKS is committed to the continuing Professional Development and Equal Opportunities for all our staff.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____ Date: _____
Job Title

Agreed By: _____ Date: _____
Headteacher

