

SCHOOL LIBRARIAN

JOB DESCRIPTION

*‘Teach the children with all kindness and gentleness possible.’*

Marie Madeleine D’Houet (1781 – 1858)

The post-holder is responsible to the *Curriculum and Pedagogy deputy*

**Within the context of the FCJ Vision Statement and the School’s Mission Statement and its aims and objectives, the post includes the following responsibilities:**

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness,
2. To take responsibility for the management of the library and its resources by:

* Purchasing, cataloguing, displaying, maintaining and reviewing library stock
* Maintaining and analysing records of issue and return
* Minimising late returns and losses
* Maintaining a quiet atmosphere conducive to study
* Reporting on the use of the library and its impact on learning
* Promoting the Library so that students, staff and parents are aware of how the library can help them

1. To support students as independent learners by:

* Inducting students in use of library at KS3 and at KS5
* Promoting high levels of digital literacy among students
* Developing students as independent learners who can use the library’s resources effectively
* Facilitate learning outside school hours for students
* Promoting student leadership in the library and contributing to the Leadership Academy
* Supervising students who may need access to the library for medical or other reasons

1. To support the delivery of the curriculum by:

* Developing the library as a learning resource in accordance with the school’s curriculum policy
* Supporting the whole school literacy and reading programmes, particularly reading for pleasure and reading to support the wider curriculum
* Identifying and informing staff of ways in which the library can support subjects
* Delivering library lessons, with the support of the Faculty of English
* Organising events to mark key events of the school and cultural year such as Wellbeing Week and Black History Month

1. To generate an interest and enthusiasm for reading by:

* Promoting a love of reading through a range of strategies such as author visits, competitions, displays, book fairs, loyalty cards and Book clubs
* With the support of the English dept, running events to mark World Book Day and National Poetry Day
* Developing the pupils as skilfull readers by signposting readers to more ambitious texts
* Promoting the wellbeing of students through reading

1. To promote the wellbeing and safety of students and staff by

* Contributing to the safeguarding of students and the promotion of their welfare as outlined in safeguarding policies
* Ensuring Health and Safety policies are followed in the Library

**Other Duties**

1. Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.
2. Staff are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
3. The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
4. All staff at Upton Hall School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our FCJ ethos as we encourage our pupils to use their talents and gifts in the service of others.