



# Wright Robinson College

Executive Headteacher: Martin

## Librarian

<b><u>JOB TITLE</u></b>	<b>Librarian</b>
<b><u>SCALE/SALARY</u></b>	<b>Grade 6 SCP 21-25 (FTE Salary £33,143 - £36,363) Prorated Actual £27,776 - £30,475</b>
<b><u>WORKING HOURS</u></b>	<b>35 Hours per week</b>
<b><u>RESPONSIBLE TO:</u></b>	<b>Assistant Headteacher</b>

### **JOB PURPOSE**

The school Librarian will be expected to take an active role in the management, development and promotion of the wide range of services provided by the college library in addition to the day-to-day administration. They will work closely with teachers and support staff to ensure the library contributes effectively to the delivery of the curriculum.

The college Librarian will be required to keep abreast of new developments in the provision of a school library and developments in the use of ICT. They will also be required to manage the library budget/resources effectively and have a high degree of organisational skills.

### **Duties and Responsibilities**

1. To have overall responsibility for the management of the college library. Managing, developing and organising the college library to support learning and teaching.
2. To manage the Accessit system in the college library – loaning student books in and out, contacting parents and assisting the English faculty with bringing classes across.
3. To index, catalogue and classify learning resources in the library and develop and maintain accurate and reliable catalogue and lending systems.
4. To select, acquire, purchase, organise, advise on and promote learning resources in all formats which support the curriculum and learning and teaching.
5. To collaborate with staff in the planning, development, delivery and evaluation of relevant learning and study skills programmes in the library.
6. To open the library before college at break-time, lunch-time and after college.
7. To manage library and LRC bookings.
8. To supervise and train staff on duty in the library.

9. To promote the use of the library to the college community and foster an atmosphere which is conducive to positive learning experiences.
10. To monitor educational materials for use in college in order to identify inappropriate material.
11. To promote the library within the college through assemblies, registration and other appropriate campaigns and events.
12. To develop and maintain links with external agencies and sources to maximise the use of appropriate materials and information for the library resource centre.
13. To be responsible for the supervision and management of the behaviour of students and to have responsibility for student health and safety in the library.
14. To act as responsible budget holder for the effective budgetary planning and management of LRC resources.
15. To provide support for the college Literacy Lead in the running and management of the Accelerated Reader programme with KS3 students.
16. To create and demonstrate a welcoming and 'user friendly' learning environment at all times of the working day in the college's LRC.
17. To work under the instruction/guidance of teaching/leadership team, to develop and support intervention work in English.
18. Researching and purchasing new texts to keep the library current and reading material exciting.
19. Assist the literacy lead with new and existing reading initiatives for the whole-college e.g. World Book Day.
20. Deliver literacy intervention and support guided reading recovery sessions at both Key Stages to improve reading age and speed.
21. To monitor students' reading activity and habits to accurately record achievement/rewards according to agreed procedures.
22. To contribute to the overall ethos, work and aims of the College.
23. To establish constructive relationships and communicate with other agencies and professionals.
24. To participate in training and other learning activities and performance development as required.
25. To recognise own strengths and areas of expertise and use these to advise and support others.
26. To implement and adhere to the college's equal opportunities policy

27. Any other duties that may be required, commensurate with the grade of the post.
28. To have a flexible and can-do approach with the ability to respond to the needs of the college.
29. To be aware of and comply with the College's Safeguarding Procedures, Health and Safety requirements, confidentiality and data protection policies.
30. You will be required to work two additional INSET days, which will be paid additionally, and advanced notification of those days will be provided.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*