



## **JOB DESCRIPTION**

**Job Title:** Librarian  
**Location:** Shaftesbury School  
**Reports to:** Principal  
**Grade:** 10  
**Hours:** 37 per week / 40 weeks per year  
**Contract:** Fixed term to cover a period of Maternity Leave

### **Main job purpose**

To play a leading role in the development, use and integration of the Library/Resources Centre within the whole school curriculum.

To promote and develop effective learning through planning, development and management of the Library/Resources Centre.

To provide suitable resources and to maintain an effective learning environment.

To ensure effective utilisation of the Library/Resources Centre by the pupils and staff of the school.

### **Main responsibilities and duties**

1. To formulate a Library/Resources Centre policy and development plan consistent with the educational aims and objectives of the school, for inclusion in the School Development Plan.
2. To implement long-term strategies for the development and use of the Library/Resources Centre.
3. To plan and oversee the organisation and management of the Library/Resources Centre, including the financial management of the budget and the preparation of financial estimates.
4. To compile an annual report to the governing body on the Library/Resources Centre's stock and developmental needs in relation to its integral role in the school curriculum.
5. To maintain up to date professional awareness of learning resources and developments in education and librarianship.
6. To contribute to curriculum development through attendance at management team and departmental meetings, working parties and informal liaison with individual teachers.
7. To contribute to the school's development plan for ICT and work closely with the ICT department to ensure effective use of equipment and resources.
8. To evaluate, purchase, organise, promote and maintain resources in a variety of formats, which reflect the current curriculum, and a wide range of up-to-date fiction and recreational material, covering the full spectrum of age, ability and interests.



9. To ensure that materials suitable for students with individual educational needs are available and accessible.
10. To enable effective retrieval through the systematic indexing, classification and cataloguing of all Library/Resources Centre resources.
11. To provide effective circulation and security systems that ensures access to the Library/Resources Centre stock for all users.
12. To keep an up-to-date inventory of equipment.
13. To ensure a high standard of display and promotional material and to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.
14. To disseminate information relating to resources to staff and pupils as appropriate, compiling book lists and other promotional material where appropriate.
15. To play a key role in the implementation of the school's literacy strategy.
16. To support reader development, including organising and running promotional events such as author visits, book weeks and trips. To work in partnership with departments in devising fresh strategies to keep pupils interested in reading throughout their school life.
17. To participate in the planning of information skills programmes within the school and be actively involved in the delivery thereof.
18. To devise and deliver an induction programme for all new pupils and any sixth form groups on request.

To provide guidance and assistance to Pupils on:

19. Appropriate strategies for locating and selecting information resources
20. The choice of literature and materials to meet curricular and leisure needs
21. Effective recording and presentation methods

Teachers on:

22. Maintaining a high level of resource awareness relating to relevant subject areas
23. Identifying opportunities for resource centred learning and acquisition of information skills
24. Resource selection for their own departmental use on request, including electronic reference resources and software, to meet specific learning opportunities in their subject area.



### **Knowledge & skills**

DESIRABLE: Professional Library Qualification

DESIRABLE: Chartered Member of CILIP (Chartered Institute of Library and Information Professionals)

Experience in this type of role is essential.

The ability to manage and disseminate information in a range of different media

A knowledge of the current education framework and a knowledge of literature

### **Supervision and management**

The postholder will:

Train, supervise and direct library assistant/s.

Train, supervise, monitor and make appropriate organisational arrangements in order to give valuable work experience, encouragement and reward to pupil library assistants.

Supervise and control pupils' use of the Library/Resources Centre during lesson and non-lesson time, in order to ensure a safe and effective learning environment.

Supervise pupils attending trips and activities organised by the postholder.

All of these activities could take place without the presence of a teacher.

### **Problem solving and creativity**

Controlling the numbers and behaviour of persons seeking to use the Library/Resources Centre.

Promoting the Library/Resources Centre to the rest of the school as integral to the curriculum.

Initiating and maintaining working partnerships with all departments and teachers in the school.

### **Key contacts and relationships**

Should maintain contact and relationships with all the stakeholders of the school with regard to the development and use of the Library/Resources Centre:

Contact with the school library service, outside agencies, suppliers, organisations, professional associations, media and information networks.



**Decision making**

Making the most effective use of the Library/Resources Centre budget, ensuring that resourcing is up-to-date and achieves balance in terms of curriculum coverage.

**Resources**

Books, periodicals, reference materials, software, photocopiers, computers, scanners, cameras and video equipment.

**Working Environment**

Size, phase and type of school will vary.

Regular lifting and transporting of books and other reference materials (not normally exceeding 5 kg).

Standing for long periods.

The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the CEO.

**Other duties**

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Southern Academy Trust.
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Employee Signature .....Date.....

Employee Name ..... Please print