

# Whole School Librarian

**Monday to Friday 09.00–17.30**

**40 hours per week**

**Term time plus two additional weeks during the school holidays**

The Librarian is responsible to the Head via the Deputy Head Academic. They will work closely with all Heads of Department and particularly the Head of English and Head of Prep School.

**Key Responsibilities will include:**

**Promote the development of reading for recreation and take a lead in creating a whole-school environment which encourages reading for pleasure.**

- Efficiently manage, develop and promote a wide range of resources.
- Lead a programme of events and activities aimed at raising the profiles of reading e.g., World Book Day, author events and competitions.
- Create and update display boards, providing an attractive environment which is conducive to achieving optimum use of the Prep and Senior School Libraries – both for purposeful study and for leisure.
- Leading the Prep and Senior School Libraries' contribution to the extra-curricular life of the school.
- Lead a group of student librarians who support in the Prep and Senior School Libraries
- Support the Prep School Library Assistant in achieving whole school aims.

**Promote and assist in the delivery of a whole school reading strategy.**

- Advise and work with the Head of English, Head of Prep School and the Exec Team in developing a whole school reading strategy and other initiatives.
- Support intervention programmes relating to reader development.
- Work with Heads of Department, Head of Prep School and external organisations where necessary to develop literacy strategies to support learning.
- Support individual students in developing literacy. This may involve some 1:1 reading work.

**Liaising with Heads of Department and Head of Prep School to ensure the library provides appropriate resources to support independent learning and other research activities.**

- Mediate between learners and resources to enable learners to identify, locate and access the information they need, both in the Prep and Senior School Libraries and on the internet.
- Promote independent research and learning skills through individual and small group sessions.
- Enable teaching staff to maintain a high level of awareness of professional development and relevant resources through the provision of appropriate professional materials and information.

- Ensure that the libraries support the academic development of students through various avenues. e.g., library-based activities, PSHE programme, local or national events and initiatives etc.

**Manage the study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces.**

- Monitor stock usage within the libraries, making necessary orders in accordance with the appropriate procedures. Maintain appropriate records of stock for Prep and Senior School libraries.
- Generate usage statistics of books and other items, and use this data to inform decisions.
- Select, acquire, maintain, and withdraw library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues.
- Manage and maintain the library database.
- Plan the library budget, monitor the budget spend, and evaluate the use of the budget to ensure that resources are being used efficiently and effectively.
- Ensure the library operates in a secure, safe and tidy manner – the resources and materials are maintained in an orderly state for easy retrieval.
- Supervise students in the library at break, lunch, during library lessons and prep afterschool sessions
- Supervise the afterschool prep sessions for day and boarding students.
- Be available for some lesson cover should the need arise.

#### **General Responsibilities**

- To uphold the aims, ethos and reputation of Kent College Pembury.
- To be in sympathy with the school's Christian foundation.
- To attend staff training as required.
- To undertake first aid training, at the school's expense, and be prepared to administer basic first aid if required.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

#### **Person specification**

- Degree level education
- Appropriate professional accreditations
- Excellent interpersonal skills and the ability to build relationships with students and staff
- Ability to enthuse others about reading, both for knowledge and for pleasure
- Skills and confidence to be able to instruct groups of young people
- Meticulous attention to detail
- Ability to manage multiple projects/events and plan, organise and determine own workload to meet tight deadlines
- High level IT skills, with a clear understanding of the potential uses of technology in the Library –including proficiency in using electronic and web-based resources, and digital and social media platforms
- Ability to manage a budget

This job description may be reviewed and amended at any time after consultation with you.

Librarian's Signature:	Head's Signature:
Date:	Date:

August 2024