



Westbourne
House School
CHICHESTER

JOB DESCRIPTION

SCHOOL LIBRARIAN

- Responsible for:** establishing, developing and promoting the library to become the academic heart-beat of the School. Establishing a reading culture and encouraging all children in Y3 – Y8 to extend their literacy skills.
- Consulting with:** All colleagues
- Reporting to:** Deputy Head – Academic via Head of English

Duties and Responsibilities:

- To work with staff to raise the standards of literacy, to organise/support Library lessons.
- To liaise with staff regarding book themes/Schemes of work and advise staff on specific books for their areas of interest/expertise.
- To promote and encourage special events eg book week/debates/local, national and international competitions.
- To ensure that the library displays are relevant/refreshed and appealing to all.
- To assist and develop all readers from the poorest/most reluctant to the best/keenest readers.
- To develop networks to have access to guests/promotions/story telling events/book clubs etc.
- To keep up to date with all local, national and international current affairs.
- To carry out any reasonable professional request made by the department.

Key skills required:

- Must have a passion for reading and learning.
- Experience of running a Library is desirable but not essential.
- Creative.
- Must be able to demonstrate excellent presentation and communication skills.

- Inquisitive and enthusiastic, with the ability to motivate children of varying ages and abilities to not only read more, but also to read more appropriate books.

Generic:

- Attend all statutory training that is required to work within a School.
- Be sympathetic to the school's aims and ethos.
- Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.
- Take part in the school appraisal system.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.