



City of London Academy (Southwark)
Job Description
Lead Librarian

Grade	JE8
Salary	£31,535 - £35,843
Hours	35 hours per week, 40 weeks per year 8:00 a.m – 4:00 p.m. Monday to Friday
Responsible to	A member of the Senior Leadership Team
Responsible for	Assistant Librarian, Library Assistant
Job purpose	Manage the Library/Learning Resource Centre to support and enrich teaching and learning across the Academy, by enabling students to access a broad range of learning resources, develop learning and information handling skills, and by promoting literacy, reading for pleasure and independent learning.
Key Accountabilities	<p>Strategic Management</p> <ul style="list-style-type: none"> • Strategic management and development of the Library/Learning Resources Centre and monitor its effectiveness in achieving the Educational aims and objectives of the Academy and ensure consistency with local and national best practice, • Create and implement school library policies and procedures including data protection, copyright, and health and safety legislation • Produce regular reports, publications, publicity, and newsletter items to keep staff, students and parents aware of relevant library and literacy developments • Develop plans re library services/contribute to Academy plan with regard library participation • Participate in school wide development through attending the regular cycle of meetings with senior staff, Heads of Faculty meetings etc. <p>Pupil Development</p> <ul style="list-style-type: none"> • Development of programmes for students to enable them to develop their competencies as learners and their information literacy/learning skills • Collaborate with feeder primary schools to support transition between Primary/Secondary School through a range of library based projects • Ensure the positive behaviour of students using the library • Involve the school library in home-school liaison projects that develop and support family learning, and support the engagement of parents/carers in their children’s learning and curriculum needs <p>Maintain a high quality of provision</p> <ul style="list-style-type: none"> • Acquisition, organisation, dissemination, promotion and maintenance of resources, both traditionally printed and electronic, appropriate to the learning needs of the full age and ability range within the academy community • Liaison with staff through meetings, CPD, INSET, induction and on an individual basis to develop provision and promote effective use of the Library across the curriculum • Manage a study environment for both curriculum-based and independent learning, ensuring the positive behaviour of students

	<p>using the library</p> <p>Budget Management</p> <ul style="list-style-type: none"> • Manage and maintain control of the library budget <p>Motivating and Managing Staff</p> <ul style="list-style-type: none"> • To line manage a team ensuring an effective and efficient service to the Academy by delivering training, managing performance and modeling effective behaviour • To ensure effective liaison between managers, teaching and support staff and hold regular team meetings with managed staff • To undertake recruitment, induction, appraisal, training and mentoring of managed staff <p>Other</p> <ul style="list-style-type: none"> • To undertake such other duties as reasonably correspond to the general character of the post and commensurate with roles of this level within the Academy
Statutory	<ul style="list-style-type: none"> • To work within a framework of best practice governed by the relevant occupational standards to support excellence in teaching and learning • To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school • To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives • To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers</i></p>	



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Person Specification

Lead Librarian/Learning Resource Centre Manager

	Essential
Experience	<p>Experience of working in a library or learning resource centre, preferably in a school or college environment.</p> <p>Experience of utilising ICT and skills to access and retrieve information.</p> <p>Experience of working with young people and meeting their particular needs and requirements.</p>
Qualifications/ Training	<p>Fully qualified Chartered Librarian or equivalent experience.</p>
Knowledge/ Skills	<p>Knowledge of contemporary children's literature</p> <p>Knowledge of the full range of resources appropriate to the age range of the Academy and the ability to use/manage these resources.</p> <p>Skills and confidence to be able to instruct groups of young people.</p> <p>Able to work in a changing environment, be open to new ideas.</p> <p>High level of oral and written communication skills</p> <p>Able to work as part of a team and in partnership with teachers and other staff</p> <p>Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff</p> <p>Effectively use ICT and other equipment and resources.</p> <p>Full working knowledge of school policies on child protection, health and safety, confidentiality, student behaviour/discipline and equal opportunities.</p> <p>Knowledge of the school curriculum as it affects the service the library provides.</p> <p>Ability to self-evaluate professional development needs and actively seek learning opportunities.</p> <p>Ability to work under pressure, meet deadlines, initiate, plan and lead.</p> <p>Ability to empathise with and provide for the needs of a diverse learning community.</p> <p>Strategic planning and financial management skills.</p> <p>To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy ability to practice collective responsibility</p>