
Job Description for Librarian

Responsible to: Deputy Headteachers

OVERALL PURPOSE OF THE POST

- To manage and oversee all matters relating to the smooth and efficient operation of the school libraries.
- To be responsible for the acquisition and management of library materials and the development of the libraries as learning resource centres in accordance with the demands of the school's curriculum and educational policies.
- To ensure that staff and students are aware of the services available and to encourage maximum use of the libraries' resources and the potential of the libraries as centres for learning.
- To provide a range of administrative functions to support the running of the Learning Resources Centre (LRC) and the administration of Question Level Analysis documents following assessments for all year groups.

MAIN DUTIES

Learning Resources Centre

- To manage the day-to-day organisation of the LRC, including the supervision of routine clerical duties such as filing, shelving, issue and recovery systems.
- To organise the cataloguing, classifying and indexing of the library resources and resources located elsewhere in the Academy, in all formats, as required.
- Support the delivery of the Academy's literacy programme - enhancing students reading, writing and oracy capabilities (Accelerated reader programme).
- Support the lead practitioner with the tracking of student reading levels and implementation of intervention strategies when appropriate – including the leading of book clubs and study groups.
- To work with individual students in assisting them to select books that match their level of literacy and areas of interest.
- To promote and supervise the Library as an effective study zone before / after school.
- To select, acquire, purchase, organise, advise on and promote learning resources in all formats.
- Organise tutor time library boxes.
- Support the delivery of bespoke workshops for the wider community - stakeholders including students, parents, carers etc.
- Lead on promotional events, author visits and competitions.
- Assist with displays – both within the LRC and around the academy.

Assessment (QLA) Administration

- Undertake a wide range of clerical, administrative and general duties as required.
- Use Microsoft Word, Excel or other software packages to provide a high quality and efficient service in preparing documents and/or reports.
- Following assessments, input and maintain accurate student records (QLA document).
- Maintain an appropriate and efficient electronic filing system for student records.
- Provide updates to CTLs following data input (QLA document).

- Liaise with CTLs to ensure that therapy work is accessible on google drive.
- Print and collate therapy packs for students based on the QLA results.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the academy procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the academy as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/academy's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Librarian

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Previous experience of call handling. Demonstrable experience of delivering excellent communication skills, whilst working in a busy environment. 	
Education and Training		<ul style="list-style-type: none"> • GCSE passes in Maths and English Grade C (or equivalent) or above.
Special Skills and Knowledge	<ul style="list-style-type: none"> • Full working knowledge and ability to use computer applications, to include word processing, spreadsheets, databases, etc. • Ability to communicate information in a clear and logical manner. • Ability to meet pre-set deadlines • Ability to clearly interpret oral and written information and instructions. • Ability to work with attention to detail and accuracy, e.g. completing documentation, message taking. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Conscientious, honest and reliable. • Good timekeeper. • Positive approach to dealing with customers both internal and external. 	
Additional Factors	<ul style="list-style-type: none"> • Ability to cope with unexpected situations. • Enthusiasm and commitment for the post. • Interest in working in an education environment. • Commitment to continuous professional development and willingness to learn from experience and practice. • Commitment to equal opportunities, safeguarding and health and safety. 	