



The Excelsior Academy

Post: Librarian

Responsible to: The Headteacher and the Governing Body of The Excelsior Academy; under the day-to-day leadership of the Literacy Coordinator

Remuneration: Scale 6 (18- 20)

Status: Term Time + 1 week, Permanent

Purpose of the Post

- To promote reading by inspiring young people to engage in challenging and exciting resources, improving their aspirations.
- To have the highest expectations of all students, using effective resources and methods to achieve the highest standards of learning and achievement for all students.
- To work closely with the Literacy Co-ordinator to lead provisions, support literacy and reader development throughout the school.
- To co-ordinate the activities of the library within the school to provide pupils and staff with comprehensive services. To plan and implement academy policy in relation to the library service to achieve an efficient and developed provision within the school.

Specific Responsibilities:

- Organise and manage the school library guiding and assisting students and staff as appropriate
- Establish and monitor day-to-day systems and workflow in the library, including the processing of new stock
- Issue and return stock; manage reservations and overdue items
- Supervise students within the library, including 6th form, following the school behaviour policy when dealing with any matters arising
- Select and order appropriate resources for the library (print, online and digital), which support, extend and enrich the curriculum, as well as high-quality fiction for reading for pleasure. The resources selected will support equality and diversity, be inclusive and cater for all ages and reading abilities
- Administer the Lexia provision
- Liaise and collaborate with teaching staff
- Develop and maintain a staff development collection, in consultation with the member of staff responsible for continuing professional development, to contribute to the programme for teachers and ECTs
- Organise, catalogue and classify library resources to enable effective retrieval
- Withdrawal of library stock as and when necessary, in conjunction with an annual stock check
- Create and implement a school library policy, which includes legal compliance with data protection, copyright and health and safety legislation, supporting the school in meeting targets set in the school improvement plan
- Interrogate library data regularly to identify patterns of use and to explore the effectiveness of the library
- Reporting to the Governing body as required
- Support students' learning and their development of information skills for independent learning

- Plan and implement library sessions for KS3
- Encourage reading for pleasure
- Work positively with students, ensuring that student views are taken into account in service development, including suggestions for purchase
- Train, supervise and support student librarians
- Update staff with information about new resources to support the curriculum, providing a current awareness service
- Develop and maintain the Access-it WebApp home page as part of marketing and promotion of the library to the school community
- Attend open evenings to promote the school library to prospective students and their parents/carers
- Ensure the library is attractive and accessible to all students and staff by the use of displays and signposting
- Organise, host and promote book- and literacy-related events, for example, author visits; Poetry by Heart; World Book Day, Spelling Bee; Carnegie Award shadowing, amongst others
- Work closely with the Literacy Co-ordinator to support literacy and reader development throughout the school
- Work with the Pastoral Team, providing an occasional time-out space for students in need
- Participate in staff training and Continued Professional Development (CPD) opportunities,
- Other duties as directed by the Literacy Co-ordinator or Senior Leadership Team deemed appropriate for the efficient running of the library
- Network with other school librarians to share ideas and good practice

General duties

- Take part in the Performance Management process both as a reviewee and/or as a reviewer

Make a strong contribution to the day to day management of the Academy

- Ensure that Health & Safety and Child Protection procedures are strictly adhered to in the areas you are responsible for.
- Model the highest expectations and act as a strong presence around the academy, including duties and assemblies
- Act as a role model for staff and students through personal and professional conduct.

Commitments

All staff must be fully committed to:

- o the highest possible expectations of all students;
- o equity, diversity, inclusion and social justice;
- o safeguarding and promoting the welfare of children;
- o their own professional and personal development.

EQUALITY AND DIVERSITY

The Excelsior Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and his or her contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

The Excelsior Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

Note: This job description will be reviewed annually.

Qualifications

1. Any relevant qualifications or extensive and relevant experience in this field
2. Educated to a degree level or equivalent
3. Recent and relevant professional development
4. Safeguarding Training (E)

Experience

5. Experience of working as an administrator in a busy admin environment
6. Experience of working with young people in a secondary school setting
7. Evidence of being a key member of a team and organising its priorities

Knowledge and Skills

5. Ability to communicate effectively, both orally and in writing with a range of audiences.
6. Proven administrative and organisational skills.

Personal Qualities and Attributes

5. A commitment to the aims and values of community comprehensive education, the academy's vision and ethos, as well as to the implementation of equal opportunities policy and practice
6. A commitment to, and understanding of the wider aspects of student development
7. A willingness to initiate and participate in both cross curricular and extra-curricular activities, as well as demonstrating successful involvement in all aspects of academy life
8. The ability to establish effective and appropriate relationships with students and staff.
9. The ability to relate well to parents, external agencies and the wider community.
10. Is flexible, able to work under pressure and meet deadlines.
11. Is a reflective practitioner who responds to change positively.
12. Understands the importance of professionalism and confidentiality.
13. Is a strong role model for staff and students.
14. Has a proven record of excellent attendance and punctuality.