

Job title:	School Librarian
Grade:	NJC Scale S02 point 26 to 28 (depending on experience)
Location:	Lister Community School
Person specification:	No

JOB DESCRIPTION AND PURPOSE – The role involves leading and managing the school's Learning Resource Centre (LRC) to create a dynamic, inclusive and well-resourced environment that supports teaching, learning and student development. The post holder is responsible for the day-to-day operation, strategic development and continuous improvement of the library, ensuring resources, ICT facilities and information services effectively support the curriculum and promote independent learning skills. The role includes leading reading interventions, developing literacy programmes, managing library policies and budgets, coordinating staff and volunteers, and working collaboratively with curriculum teams, students and external partners to enhance engagement with reading and research. The post holder also supports staff development, organises library activities and clubs, and ensures the LRC remains a safe, welcoming and innovative space that empowers students to become confident, resourceful and lifelong learners.

Reports to: Assistant Headteacher

Responsible for: Assistant Librarians and, on occasion, LSAs

Main Duties & Responsibilities:

To establish, manage and develop a learning resource centre which supports and enhances the learning environment of the school and its pupils.

- To maintain a well-resourced school library which will be an asset to Lister Community School, staff and students.
- To be responsible for the day to day management of the school library and the administrative routines necessary for an efficient and effective as well as safe library environment.
- To optimise the use of ICT both in library management and as an information resource.
- To be responsible for developing the library as a Learning Resource Centre which provides a variety of appropriate resources geared to the curriculum which assists and enriches the learning process and encourages independent learning skills.
- To develop, monitor and review a whole school library/Learning Resource Centre policy and development plan.

- To lead reading interventions
- To develop the Learning Resource Centre as an area which empowers, enables and supports students through the implementation of the library policy, to become resourceful, adaptable and confident members of society. To manage and develop a constructive interface between the library, curriculum departments, outside agencies and feeder schools which raises the profile of the Learning Resource Centre and confirms its distinctive and central place within the school.
- To develop and implement the school's information skills and literacy programmes
- To develop the Learning Resource Centre as an area which empowers, enables and supports students through the implementation of the library policy, to become resourceful, adaptable and confident members of society. To manage and develop a constructive interface between the library, curriculum departments, outside agencies and feeder schools which raises the profile of the Learning Resource Centre and confirms its distinctive and central place within the school.
- To develop and implement the school's information skills and literacy programmes
- To keep abreast of developments within the management of Learning Resource Centres and to undertake training and development as required and disseminate appropriate information.
- To have a clear overview of the library finances and be responsible for drawing up an annual budget, monitoring expenditure and liaison with departments over library resource allocations
- To develop and maintain a staff development library in consultation with the Middle Managers and Deputy Head responsible for staff development; to contribute to the programme for teachers (including NQT's); and to promote awareness of the resources available.
- To maintain a room booking system for the Learning Resource Centre during the school day.
- To organise, promote and run before & after school and break & lunchtime clubs in the Learning Resource Centre.
- To undertake such other duties which lie within the post holder's competence and contribute to the learning environment within the school, which may be required from time to time.
- To work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- To maintain high standards of professional behaviour and presentation.
- All staff are expected to take part in necessary training and staff development.

Additional Duties

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
- Supervise pupils during breaks and/or lunchtimes if required.
- Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.
- Any other duties commensurate with the grade which may be required from time to time by the headteacher, classroom teachers or other leadership team members.
- All staff are expected to take part in necessary training and staff development.

PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. NCL reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Leadership team or Governing Body from time to time, to address the changing needs of the school and the development of the role.

Mobility:

You will be required to work at any of the Trust's sites, including all schools and the central office, as directed. The role involves travel between locations, and you are expected to attend any Trust site as required to meet operational needs. Flexibility in relation to location and working arrangements is an essential requirement of the role.

General Duties:

You will be expected to undertake any other duties and responsibilities that are commensurate with the role, as reasonably directed by the Trust or individual school leadership. This includes supporting the broader aims and priorities of the Trust and contributing to additional tasks, duties, projects, or activities as required to meet operational or organisational needs.

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating.

All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

DATA PROTECTION

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

SAFEGUARDING

Newham Community Learning is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks and references, in line with Keeping Children Safe in Education (KCSIE) guidance.

Newham Community Learning is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.