



JOB DESCRIPTION

Post Title	Librarian
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Main Job Purpose	Supervise the Library service for pupils.
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Grade	Grade 4, Scale Point 7 to 10
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Working hours	Part time, Thursday & Friday 8.15am to 4.30pm
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Main Duties

- Supervise the PLC (Powells Learning Centre) in the School and promote its use to pupils and staff.
- Ensure that the PLC provides support for teaching and learning across the school and that resources are coordinated with schemes of work and curriculum requirements.
- Research new resources, receive and display new books and other resources.
- Produce engaging displays for the PLC and ensure these are maintained and updated as necessary.
- Process all issues and returns of books. Chase up overdue and lost books.
- Supervise pupils using the library facilities and monitor pupils' use of books and equipment.
- Use the data from the GL Reading Assessment to identify pupils who require support with reading. Support identified pupils with developing their reading confidence and accuracy.
- Assist pupils with homework/coursework.
- Monitor usage of the PLC and identify trends which require a response.
- Contribute to activities for pupils' social time e.g. Reading Club, word games and themed days.
- Attend relevant meetings and trainings.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Supervision and Management	The jobholder does not have responsibility for staff. The jobholder does regularly supervise pupils.
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Creativity and Innovation	The jobholder needs to follow school policy and procedures. The job holder contributes to the presentation of work within the PLC and so there is some innovation required.
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Decision Making	The jobholder is expected to follow school procedures to resolve routine problems encountered in the role but to seek assistance, or approval for their recommendations, for anything more unusual. There will occasionally be a need to make decisions without initial referral to the Head of English/Assistant Head of English. Any immediate decisions without initial referral to teachers, will be in relation to the care, control and safety of pupils. Such decisions must be taken in accordance with school policies, but the jobholder must select the appropriate decision.
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Key Contacts and Relationships	The jobholder will support pupils within some (reading) lessons. They will also work with pupils one-to-one in supporting reading development as part of a school wide reading intervention programme. There is a need to tailor communication to the needs of the pupils. Other key contacts are with other school staff, mainly within the English Faculty.
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Resources	The jobholder is expected to use school resources appropriately and with care. The Maintenance of stock control within the PLC is important however the jobholder is not personally accountable for their overall security.
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Working Environment	The working environment entails extremely limited occasions of manual handling.
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Person Specification	
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Experience

- Effective communication
- Proven experience of being a positive and active member of a team
- Using libraries
- Delivering high standards of customer care.
- Experience of working in a school setting would be advantageous but not essential
- Experience of working in a library would be preferable
- Familiarity with library management systems is desirable.

Qualifications

- English and Maths, GCSE Grade 4 or above (or equivalent)
- Relevant qualification in library/information studies is desirable but not essential

Knowledge & Skills

- Ability to engage and inspire young people.
- Listen and respond positively to feedback.
- Customer focused.
- Team player.
- Take responsibility for personal organisation and achieving results.
- Actively improves by developing new skills and knowledge and learning from past experiences.
- An inclusive approach to education and support
- Commitment to the protection and safeguarding of children and young people

Personal Qualities

- A desire and determination to make a significant whole school contribution.
- Building and maintaining positive working relationships.
- A passion for reading and literacy development
- High expectations of self and others.
- A patient and supportive nature.
- Adaptable and flexible in relation to the operational needs of the school.

Additional Information

This job description may be amended in consultation with the postholder to reflect the evolving needs of the Trust and its schools.