

Grade / Salary	NJC13-15
Contract Type	Permanent, full-time, Term Time only plus 2 INSET days
Line Manager	Senior Leader, Whole School Literacy & Reading
	<p>Purpose of the job:</p> <p>To manage and develop an inclusive and welcoming school library service that supports the curriculum; promotes reading for pleasure; develops students' information literacy skills; and contributes to improved student outcomes.</p> <p>Collaborate with faculties, students, and other stakeholders to promote information literacy; support curriculum needs; and foster a culture of reading and learning within the school.</p> <p>Deliver literacy intervention programmes to support learners' progress.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. <u>Library Management and Administration</u> <ul style="list-style-type: none"> ● Oversee the day-to-day operations of the school library, including cataloguing, classifying and maintaining an organised collection of books, periodicals, multimedia, and other educational materials. ● Develop and implement library policies and procedures, including circulation and collection development. ● Organise the efficient storage of resources. ● Work with the Literacy Lead to plan and manage the budget allocated to the library to ensure value for money in the purchase of books, learning materials and multimedia resources, and the purchase of stationery and resources to support the administrative function of the library. 2. <u>Curriculum Support and Resource Development</u> <ul style="list-style-type: none"> ● Organise the school library in such a way as to integrate teachers' use with the planned delivery of the curriculum. ● Meet with teachers to plan their use of the school library. ● Receive instructions from the Senior Leader for Literacy for the purchase of appropriate books and other resources. 3. <u>Student Learning and Literacy Support</u> <ul style="list-style-type: none"> ● Provide assistance for students in developing the skills necessary, in using the school library efficiently as a research and recreational resource. ● Manage the display, circulation and issue of books and learning materials. ● Support students and staff to access and search for information using digital and computerised resources. ● Promote a culture of reading and lifelong learning by providing reader advisory services, recommending age-appropriate and culturally

	<p>relevant materials, organising book displays, and conducting book talks and reading programmes to engage students and encourage reading for pleasure.</p> <ul style="list-style-type: none"> • Deliver planned literacy intervention programmes for identified students. • Maintain accurate records of intervention attendance, progress and impact. • Liaise with teaching staff and the Literacy Lead regarding student progress and support strategies. • Supervise students using the library to ensure a purposeful, safe and respectful learning environment. • The postholder will support the school's commitment to equality, diversity and inclusion, and ensure equitable access to library resources for all students. <p>4. <u>Digital Resources and Technology</u></p> <ul style="list-style-type: none"> • Stay current with emerging technologies and trends in library science, and educational technology tools and resources, to enhance library services - such as online databases, e-books, and digital resources. • Provide technical support and training to students and faculties in using library technology resources. • Support students in developing digital research and information evaluation skills. <p>5. <u>Other Responsibilities</u></p> <ul style="list-style-type: none"> • Coordinate the implementation of the school Health and Safety policy to achieve a safe working environment. • The postholder is responsible for safeguarding and promoting the welfare of children and young people and is expected to adhere to all school safeguarding policies and procedures. • Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Librarian will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the headteacher. <p>Notes This job description may be amended at any time in consultation with the postholder.</p>
	<p>Dimensions</p> <p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p> <p>Special Notes</p> <p>Safeguarding</p> <ul style="list-style-type: none"> • Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with

barred list information.



PERSON SPECIFICATION

Job Title:	School Librarian
Location:	Ashton Park School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications Training and	<ul style="list-style-type: none"> • GCSE English and Mathematics at grade C/4 or above (or equivalent). • Relevant qualification in library services, literacy support, education support or administration equivalent to NVQ Level 2, or relevant experience. 	<ul style="list-style-type: none"> • Qualification in library services, education support, literacy support or administration. • Training in literacy intervention or reading support programmes. • Professional library qualification or willingness to work towards one.
Experience	<ul style="list-style-type: none"> • Experience of working in a library, educational, administrative or customer service environment. • Experience of organising and maintaining resources and information systems. • Experience of maintaining accurate computerised and/or paper-based records. • Experience of using Microsoft Office applications, including Word and Excel. • Experience of working with children or young people. 	<ul style="list-style-type: none"> • Experience of working within a school environment. • Experience of supporting reading, literacy or intervention programmes. • Experience of using library management systems. • Experience of supporting students with English as an Additional Language (EAL).
Skills and Knowledge	<ul style="list-style-type: none"> • Strong communication and interpersonal skills, with the ability to build positive relationships with students, staff and other stakeholders. • Good organisational and administrative skills, including the ability to prioritise workload effectively. • Ability to work independently and use initiative. • Ability to work collaboratively as part of a team. • Ability to maintain accurate records and complete financial and arithmetic calculations. • Ability to use ICT systems confidently and support others in accessing digital resources. • Understanding of the importance of safeguarding and promoting the welfare of children and young people. • Ability to adapt to changing technologies and educational practices. 	<ul style="list-style-type: none"> • Knowledge of current trends in literacy, reading engagement and educational technology. • Knowledge of library cataloguing and classification systems.

Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm for promoting reading and lifelong learning. • Commitment to supporting students' educational progress and wellbeing. • Professional, reliable and approachable manner. • Ability to remain calm, flexible and organised in a busy environment. • Commitment to equality, diversity and inclusion. • Commitment to safeguarding and maintaining confidentiality. 	<ul style="list-style-type: none"> • Willingness to develop community links. • Willingness to work with and share best practice with colleagues at partner schools within the Trust.
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Annual Appraisal

All staff must complete an annual appraisal as part of their performance management at the Excalibur Academies Trust

Probation period

All new members of staff will complete a probation period as per their induction process.