

Job Description

Librarian

Reporting to:	Head Teacher and Operation Managers
Liaising with:	Head of School Reading Scheme/ Pupils / Teachers / Other School Staff/ Parents
Grade/Salary:	Band 4 (Scp 11-17)
Hours of work:	School Specific

Main Purpose:

The post holder will lead the strategic development and promotion of a dynamic and inclusive Library at the heart of school life. They will inspire a love of reading and literature among pupils, while promoting, managing, and monitoring the school's Accelerated Reader program to support independent reading and enhance student progress. The role includes working closely with staff and students to ensure effective use of the program, analysing and reporting on outcomes to inform teaching and celebrate success. In addition, the post holder will manage both the School and Library Councils, fostering student voice and engagement in the wider school community.

Duties & Responsibilities:

Specific Responsibilities

- Overseeing the issuing and discharging of books and other materials.
- Supervision of students before school, at break time and lunchtime.
- Maintaining the Library Management System.
- Plan and oversee the organisation and management of the library.
- Selection, acquisition, organisation, promotion and maintenance of book and non-book resources. This will include the arrangement of materials for effective retrieval and shelf tidying.
- Ensure a high standard of display and promotional material to enhance the appearance of the library, providing an attractive environment for purposeful study.
- Providing guidance and assistance to pupils on:
 - The selection of information sources to undertake assignments.
 - The effective use of resources such as periodicals to help with study.
 - The choice of literature and materials to meet curricular needs and reading for pleasure.
- Providing guidance to teachers regarding the selection of collections for classroom use.
- To monitor the use of the library computers.
- To administer online Literacy tests in collaboration with the Literacy Coordinator and class teachers.
- Undertaking books repairs where necessary.
- Liaising with the English Department to assist with the whole school reading programme
- To be the main point of contact in school for the County Library Service and suppliers of books.

Contribute to raising standards of students' achievement:

- Develop the Library as an attractive and accessible place in the school.
- Ensure a constantly updated and refreshed series of displays which promote reading and enjoyment of books
- Take an active role in developing events and activities to promote reading and learning resources. This may include, author visits and themed events, e.g. Readathon, 'World Book Day/Week', Scholastic Book Fair.
- Induct students to the library systems and coordinate class visits to the library
- Develop the Accelerated reading project for Year 7 and targeted students
- Monitor individual students' use of the library
- Supervision of students, as required i.e. Homework Club, private study, break times Councils (and the management of students' behaviour).
- Provide core book lists supporting the development of study skills, evaluate students' use of the library and its resources and the support it provides for homework and wider reading
- Provide effective management of Library volunteers by giving formal and on the job training to ensure an enthusiastic and proactive service at all times
- Maintain confidentiality in accordance with Academy expectations and adhere to/maintain Academy policies, routines, codes of conduct and support the ethos of the Academy
- Attend meetings, exhibitions and conferences for continued professional development
- Liaise with other schools and other professional librarians
- Chair the Library Council/Library Committee
- Promote, monitor and evaluate the library's contribution to school improvement
- Review the Library policy at least once a year
- Inform SLT, Governors and parents of Library developments
- Take responsibility for the Academy's Library presence and content on the school website and social media accounts.
- Attend staff meetings, planning sessions and other activities as required, held outside normal school hours but not beyond the total working week
- Liaise with parents/carers (as directed).
- Utilise social media to promote new books and library activities.

Skills & Abilities

The post holder will be expected to always demonstrate the following skills and abilities during the discharge of their duties:

- Experience of supporting literacy initiatives such as Accelerated Reader or similar reading programmes.
- Ability to use reading assessment software to track and promote student progress.
- Work on one's own initiative and demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Learn new skills and expand current skill set and to be able to pass on knowledge and techniques to others.
- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.



General

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
- Support the Catholic ethos of the Academy.
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Head Teacher.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall aims of the Academy.
- Appreciate and support the role of other professionals.

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Librarian

A. Experience	Essential	Desirable
A minimum of 5 GCSE's (Grade 9-4) or equivalent including English and Maths	A & I	
Experience of working in a supervisory capacity		A & I
Experience of working with young people	A & I	
Experience of working in an educational establishment	A & I	
Experience of supporting literacy initiatives such as Accelerated Reader or similar reading programs.		A & I
B. Professional Knowledge and Skills	Essential	Desirable
Ability to set and maintain high standards	A & I	
Ability to prioritise tasks, manage time effectively and meet deadlines	A & I	
Ability to cope with the pressure of a fragmented day	A & I	
Ability to relate to and work with young people	A & I	
Ability to keep calm under pressure or during unexpected circumstances	A & I	
The ability to work with accuracy and attention to detail	A & I	
Ability to use reading assessment software to track and promote student progress.		A & I
C. Personal Attributes	Essential	Desirable
Proven interpersonal and communication skills to work effectively with adults and students	A & I	
Cooperative, friendly and helpful	A & I	
A positive 'can do' attitude	A & I	
Excellent attendance record	A & I	
Flexible approach to work	A & I	
Ability to relate to candidates yet maintain an air of authority	A & I	
Ability to communicate with candidates and members of staff clearly and accurately	A & I	
Ability to work with predetermined instructions	A & I	
Ability to work as part of a team or alone as necessary	A & I	
Effective oral and written communication skills	A & I	

Reliability and punctuality	A & I	
Common sense and initiative	A & I	
<u>Must</u> be available to work 3 days a week during exam season	A & I	
Can be available for more than 3 days a week during the exam season	A & I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the school's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory) & suitable references	I	