



## JOB DESCRIPTION

<b>JOB TITLE</b>	Graduate Library Trainee
<b>DEPARTMENT</b>	Library
<b>SECTION</b>	Whole School
<b>LINE MANAGER</b>	Head Librarian

### SAFEGUARDING

*Forest School is committed to safeguarding and promoting the welfare of children.*

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

**NB** The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### JOB SUMMARY:

Forest school is home to two bustling libraries; the Prep Library for the Primary school and the Martin Centre for Innovation (The MCI) catering to the senior school and sixth-form. The MCI is further split over two levels with an extensive fiction collection on the ground floor and a robust non-fiction offering on our first floor. The libraries are both hives of activity, playing host to many students during break and lunch times, weekly library lessons in the prep school, English reading lessons in the senior school, as well as accommodating both internal and external events. The libraries are currently staffed by a head of department as well as two other qualified librarians.

We are seeking an enthusiastic and motivated Graduate Library Trainee who plans to pursue a postgraduate course in Librarianship following this role, or who has completed a MA in Librarianship and looking to develop their initial experience in school librarianship. The ideal candidate will be passionate about working with all ages of children and young people and keen on contributing to the day-to-day operations essential to running a successful library in a large school. They will also be enthusiastic and have a willingness to learn about the myriad of processes required to run two bustling school libraries. Candidates should also look forward to directing primary (ages 4-11) library lessons and staffing the primary library during break and lunchtimes. The successful applicant will also complete a comprehensive

training course throughout the academic year that will aid their preparation for their subsequent Master's program or for newly qualified librarians looking to develop their experience in the school library sector.

## **KEY RESPONSIBILITIES:**

### **Staffing the library desk**

- Issuing/returning books from students
- Answering user enquiries
- Shelving returned resources and keeping shelves tidy and organised
- Issuing textbooks to students

### **Supervising Break and Lunchtimes in the Library**

- Ensuring behavioural standards are adhered to
- Directing students to appropriate Library activities

### **Prep School Library**

- Library lessons in the prep school including story-time, book selection, book issuing and following lesson plans for activities.

### **Processing library stock**

- Labelling, covering and adding new stock to the library catalogue
- Weeding old/unused/broken stock from the shelves and library catalogue
- Replacing labels on resource as needed
- Carrying out basic repairs

### **Assisting with Library inductions**

- Helping to familiarise new students with the school library
- Help develop information literacy skills in students to benefit their studies (particularly in regard to EPQ and HPQ programs)

### **Collection development and maintenance**

- Recording and ordering student requests
- Taking inventory of textbooks and resources required by teaching staff

### **Promoting the Library and Collections**

- Creating relevant seasonal displays
- Assisting with any Library clubs or activities that use the library spaces
- Assisting with Library events, such as visiting authors

### **Additional Activities**

- Select and complete a personal project that contributes to the current library offering
- Potential for involvement in wider school activities of interest

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- Opportunities to attend external professional development events or take part in online training sessions offered by relevant professional bodies (e.g. CILIP, SLA etc.)

## **GENERIC DUTIES AND RESPONSIBILITIES**

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

### **Pastoral Responsibilities**

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

### **Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

### **Health and Safety**

- Be familiar with and implement all School Policies and Procedures.

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## Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

## FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

## TERMS OF EMPLOYMENT

Category	Details
<b>Contract Type</b>	Full-time, fixed-term (until 31 August 2027)
<b>Working Hours</b>	<b>Term time hours:</b> There will be a mix of shift patterns across the week to cover the library open hours (07:30 – 18:00). You will be required to work 8.5 hours per day during Forest School term time (Monday to Friday), inclusive 30 min lunch break. <b>School holidays:</b> 08:30 – 15:30.
<b>Holiday Entitlement</b>	This post is Term Time plus an additional 5 days during the Forest School Holidays (to be confirmed with your line manager).
<b>Additional Details</b>	In addition, and as part of your contracted hours, you will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. School Office staff will also be required to be in attendance on the day before, and the day of, the A level and GCSE results as well as the last week of the summer holidays. Please note that time off in lieu and additional payment will not be made for additional days such as Open Morning.

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	<ul style="list-style-type: none"><li>• Requirements to work occasional weekends and evenings for school events.</li><li>• The post holder will be expected to attend Open Morning and all staff InSET and Admissions days.</li><li>• Support staff are enrolled into a defined contribution scheme.</li><li>• Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution, based on length of service.</li><li>• Free lunches during term time and when working during the school holidays. Refreshments available in the Common Room throughout the day.</li><li>• Discounted membership of the Sylvestrian Leisure Centre.</li><li>• Assistance obtaining a parking permit.</li><li>• Employer death in service benefit</li><li>• Support with extensive CPD opportunities</li></ul>
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