

# St Augustine Academy

## Job Description



<b>Job Title:</b>	Librarian	<b>Reports to:</b>	Assistant Principal - SENDCO
<b>Grade and Range:</b>	WAT Band D, points 6-9	<b>Department:</b>	Library

<b>Purpose and Context:</b>	<p>Manage and promote the Library as an inclusive learning environment that supports academic progress and a love of reading and research. Ensure effective resources are in place to support the whole-school literacy initiative, including Accelerated Reader, while promoting independent learning across the academy. Provide targeted reading support for students unable to access the Accelerated Reader programme to develop literacy skills and confidence.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To set up and manage systems that enable the Library to operate safely and securely.</li> <li>• Select, receive and catalogue books, multimedia and other resources in the Library.</li> <li>• To maintain the Library, developing robust management systems to ensure resources are maximized and that the IT equipment is maintained.</li> <li>• To ensure that the quality and relevance of resources is maintained through a regular evaluation, editing and replacement process.</li> <li>• To undertake student, staff, and parent voice exercises to inform the development of the Library.</li> <li>• To guide the students in the selection and use of resources for reading and curriculum projects.</li> <li>• To select and update current affairs information.</li> <li>• To manage a small team of student librarians.</li> <li>• To supervise, and assist as required, students using the Library and maintain good working conditions for them.</li> <li>• To produce an annual Library Development Plan.</li> <li>• To liaise with the Literacy Coordinator in ensuring the effective implementation of the Accelerated reader programme.</li> <li>• To provide intensive literacy support to help individual students with their reading and analyse the impact of your work.</li> <li>• To develop a programme of peer mentors/adult volunteers to help students with their reading.</li> <li>• To participate in the Academy's Annual Performance Management system.</li> <li>• To be responsible for Health and safety within your own working area and report any concerns to your line manager.</li> <li>• To be aware of and comply with Academy policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.</li> <li>• To contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable them to realise its development plans etc.</li> <li>• To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.</li> </ul>

	<ul style="list-style-type: none"> <li>To be familiar with, and comply with a full range of Academy policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure students' wellbeing.</li> <li>To attend departmental meetings by arrangement.</li> </ul>
<b>Culture and Ethos</b>	<ul style="list-style-type: none"> <li>Support and promote the Academy's Christian values through its ethos, worship, community service, spiritual and moral values, and its commitment to community cohesion.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Attend team meetings and staff meetings as required.</li> <li>To be alert to the health and safety of the working environment and to advise the line manager of any concerns.</li> <li>These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.</li> </ul>

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change.

**All staff are expected to;**

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on Keeping Children Safe in Education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

**Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

**Equal Opportunities**

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: ..... Date: .....

# St Augustine Academy

## Person Specification



LIBRARIAN	
Education and Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>• 4 GCSEs or equivalent including English and Mathematics</li> </ul>	
Experience and Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• An understanding of the value of libraries within the school environment</li> <li>• Good interpersonal and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of Keeping Children Safe in Education</li> <li>• Experience of working within a school environment</li> </ul>
Skills and Abilities	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent computer literacy, including good knowledge of Microsoft Word, Excel, Email, Internet and databases.</li> <li>• The ability to communicate effectively at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to maintain and create spreadsheets</li> </ul>
Motivation	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Committed to the safeguarding of young people</li> <li>• Willing to support and promote the ethos of the Trust/Academy</li> <li>• Willing to expand on current experience</li> </ul>	
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Reliability</li> <li>• Emotional resilience</li> <li>• Methodical approach to tasks</li> <li>• Ability to establish good working relationships with students and staff</li> <li>• Flexibility to work as part of a team</li> </ul>	