

Redland Green School  
School Librarian Job Description



<b>Hours</b>	37 hours per week
<b>Grade / Salary</b>	NJC 13 – 15 £24,998.95 - £25,824.68 – Actual annual (£29,064 - £30,024 Full time equivalent)
<b>Contract Type</b>	Permanent, term-time plus 5 INSET days
<b>Line Manager</b>	Head of English
<b>Line Management</b>	P16 Librarian
	<p><b>Purpose of the Job</b></p> <p>To direct the planning, organisation and running of the learning resource centres (LRCs) Vista and P16 Hub, which supports the whole school curriculum.</p> <p>To implement strategies to develop a culture of reading for pleasure across the school.</p> <p>To ensure cataloguing of reference material &amp; books, and the LRC database is managed in accordance with industry standards and protocols.</p> <p><b>Key Job Outcomes</b></p> <ol style="list-style-type: none"> <li>1. To organise the school library in such a way as to integrate teachers' use with the planned delivery of the curriculum. <ul style="list-style-type: none"> <li>• Meeting with teachers to plan their use of the library.</li> <li>• Receiving instructions from Curriculum Team Leaders for the purchase of appropriate books and other resources.</li> <li>• Collaborate with CTLs to ensure that appropriate electronic and digital resources are developed.</li> </ul> </li> <li>2. To provide assistance for students in developing the skills necessary, in using the library efficiently as a research and recreational resource. <ul style="list-style-type: none"> <li>• Supporting the induction of new students into the use of the library.</li> <li>• Involvement in library-based lessons within the English curriculum.</li> <li>• The display of books and creative promotion of library services.</li> <li>• Catalogue, issue and collation and recovery of books and other learning materials using library systems.</li> <li>• Access to, and searches for, information through computerised connections.</li> <li>• Organising the efficient storage of resources.</li> </ul> </li> <li>3 To promote the use of the School Library as a whole school resource by:</li> </ol>

	<ul style="list-style-type: none"> <li>• Encouraging students to fully engage with the library through competitions, reading groups, national events such as World Book Day etc.</li> <li>• Organising guest speakers, author visitors or other relevant activities.</li> <li>• Supervising students in the library at break and lunchtime.</li> </ul> <p>4. To line manage the P16 Librarian, &amp; liaise on joint initiatives, monitoring and supporting their work to ensure effective support for the service.</p> <p>5. Utilise resources to work within and optimise the budget allocated to the LRC (Vista &amp; Hub) to ensure value for money in:</p> <ul style="list-style-type: none"> <li>• the purchase of books, learning materials and multimedia resources.</li> <li>• the purchase of stationery and resources to support the administrative function of the library.</li> <li>• organisation of author visits and other events.</li> </ul> <p>6. To coordinate the implementation of the school and council Health and Safety policy to achieve a safe working environment.</p> <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p> <p>General Accountabilities</p> <ul style="list-style-type: none"> <li>A. So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users.</li> <li>B. Work in compliance with the Codes of Conduct, Regulations and policies of the school and its commitment to equal opportunities.</li> <li>C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.</li> </ul>
<b>Further Information</b>	<b>Line Management</b>
	<ul style="list-style-type: none"> <li>• P16 Librarian</li> </ul>
	<b>Dimensions</b>
	<p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p>
	<b>Special Notes</b>
	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• 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</li> </ul>

with barred list information.

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>School Librarian</b>
<b>Location:</b>	<b>Redland Green School</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Demonstrable knowledge and competence in ICT.</li><li>• Passion for literacy and books</li><li>• Minimum of level 2 qualifications in Literacy and numeracy skills.</li><li>• 2 years library experience or an ability to demonstrate appropriate customer and clerical skills.</li><li>• Knowledge of the standard systems for stock control in libraries.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the DEWEY system of library classification.</li><li>• Knowledge and experience of school library software and management information systems (e.g., Oliver / SIMS)</li><li>• Relevant library management qualification.</li><li>• An understanding of school life including curriculum requirements</li><li>• Knowledge and experience of using desktop publishing software</li></ul>
<b>Abilities &amp; Aptitudes</b>	<ul style="list-style-type: none"><li>• An awareness of equal opportunities in a public sector environment.</li><li>• An ability to communicate effectively with children and adults.</li><li>• An ability to organise and prioritise work effectively.</li><li>• An ability to produce and edit accurate and engaging articles for wide public consumption.</li></ul>	<ul style="list-style-type: none"><li>• An ability to assert the importance of the library as a resource centre for the school.</li></ul>

### Annual Appraisal

All staff must complete an annual appraisal as part of their professional learning and development at the Excalibur Academies Trust

### Probation period

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

### Pension

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

### Scale point

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band.