

JOB DESCRIPTION

Job Title: Librarian	Reporting to: Assistant Headteacher
Location: Arena Academy	Annual salary: Grade 3a Point 9-15
Contract type: TTO, Permanent	Hours of work: Monday – Friday 37.5 hours per week

Job Purpose and Responsibilities

- To be responsible for the day-to-day running of the academy's library/LRC. Increase the number of students using the Library resources to secure excellent academic outcomes. Support the trust wide Reading Strategy and to collaborate with classroom-based staff, to successfully contribute to the personal development, behaviour and attitudes of students.
- Responsible for the day-to-day running of the library/LRC.
- Overseeing the check in and check out process and ensuring appropriate levels of stock.
- Work with English leads to support the delivery of the CORE wide reading strategy and delivery of library-based lessons.
- Create regular promotions and engagement opportunities to support encourage students to access the library and all resources available.
- Support the activities of individual students/groups of students in the Library and the delivery of targeted intervention.
- Develop and deliver a range of break time and after school enrichment activities that can be run from the Library space.
- Issuing reminders.
- Support and uphold the Academy's safeguarding practices.
- Participate in the education of students, including contributing to their health and wellbeing.
- Support in organising an effective learning environment and maintaining appropriate records.
- Contribute to the management of student behaviour by promoting Academy policies with regard to their behaviour; support the implementation of strategies to manage student behaviour.
- To take part in after school meetings and CPD sessions, as required.
- Cultivate parental engagement to make links between students' reading habits at school and at home.

- Review 'Library Engagement, Reading Strategy and Learner Support Plans' every term.
- Lead after school enrichment sessions when required for those students who require catch-up.
- Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust/Headteacher (or Deputy Headteachers, in the absence of the Headteacher)
- To participate in Academy's Performance Management cycle.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	