

JOB TITLE: School librarian and information, advice and guidance (IAG) coordinator

Grade: E

GR number: GR9036

GR job title: School librarian

Hours/weeks: 25 hours per week, term time + two weeks

1. PURPOSE AND SCOPE

To provide an effective and efficient library, information and resource service that is up-to-date and meets the overall aims of the school library.

The school library has a vital role to play in supporting individual students, teachers and subject departments and its work should support the school across the curriculum.

2. ORGANISATIONAL RELATIONSHIPS

The school librarian is responsible to the Head of English and works closely with other heads of department. The school librarian will work closely with other curriculum/resource support staff including technicians and ICT staff.

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

3.1 Primary and Secondary Phase Library

- To organise and manage the library and its resources to meet the needs of the school's curriculum and to support the reading, learning and information requirements of the students and staff. Resources could include fiction and non-fiction books, reference books, audio books and DVD's, websites and other on-line learning resources.
- To promote the library and its resources and services to staff and pupils.
- To organise the resources effectively and to use display material and other resources to enhance accessibility and attractiveness of the library for information retrieval and leisure use.
- To liaise with staff and organise School Library Service Project Boxes.
- To organise Reading Groups & Author Events.
- To ensure the stock of library resources (both paper and electronic) is managed effectively on a daily basis and particularly placing orders for new stock, checking, classifying and cataloguing new items, dealing with the condition and repair of returned items.

- To maintain a file of publishers' and suppliers' current catalogues and distribute to staff to inspect and order new material.
- To liaise with all departments in the school to ensure appropriate access to learning resources.
- To manage the library learning resources budget.
- To support the development and implementation of a school library policy which is aligned with school-wide targets.
- To liaise with the English department in the development of reading lists appropriate for different ages and abilities.
- To help promote wider reading for students through the organisation and implementation of reading groups at KS2/3.
- To provide an opportunity for students and parents to access additional reading material through the organisation of book fairs and circulation of book club magazines.
- To promote/organise additional and outside activities & community links to encourage wider reading:
 - Cluster activities
 - Competitions
 - Author workshops
 - Reading groups
 - Shelf Talk Blog (Local Authority) / Litcham Library Blog
- To organise and deliver library induction sessions for students on the use of library resources.
- To supervise and help individual students working in the library and ensure that appropriate discipline is maintained within the school's policy.
- To develop and supervise voluntary library staff and student library monitors.
- To attend meetings with the line manager and, as required, take part in performance appraisal and further professional development.
- To undertake any other reasonable duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

3.2 Accelerated Reader

- Implementation / organisation / running of the Accelerated Reader programme, including target setting and monitoring of progress and feedback to staff.
- Purchase, cataloguing and labelling of stock to support programme.

3.3 IAG

- To support applications to further education providers.
- To support students in using electronic advice sites and applications, as required.
- To collate, display and guide students in the use of careers literature.
- To signpost students to guidance advisor where appropriate.
- To manage all careers, training and further and higher education resources.
- Manage the careers budget
- Coordination and organisation of careers events including Y11 post 16 options evening, IAG trips – Move on Up (Y10) / East of England Careers (Y9)
- To undertake any other reasonable duties that are within the scope of the post, as determined by the Headteacher or other members of the senior leadership team.

3.4 Other duties

- To manage a stationery shop in the learning resource base.
- To undertake any other reasonable duties as required by the Headteacher.