

Job Description

Job Title: **Senior Librarian / Independent Studies Manager**

Scale/Salary: **(PO1) (Spinal Point 26-28)**
Term Time (40 weeks per year) (Full time/Part time)

Line Manager: **Assistant Head teacher**

Main Objectives

The Senior Librarian will be responsible for the planning, organisation, management, promotion and development of the library and information services to support learning, teaching and research activities of the schools.

Main duties and responsibilities

- To formulate the policy for and implementation of the provision of library and information services in consultation with the head teacher, senior management team, teaching staff and governors in contributing to the School Development Plan.
- To manage the library on a day-to-day basis including selection, acquisition, organisation and promotion of library resources appropriate to the curriculum of the school.
- To manage the independent study of students working in the library.
- To be responsible for the behaviour management in the library and for the use of appropriate techniques and approaches to maintain order and discipline as appropriate.
- To manage and supervise library staff including their staff development. To be responsible for the recruitment, training and supervision of parent and pupil volunteers
- To promote equality of opportunity in all aspects of library provision according to the agreed policy for the school ensuring that library resources reflect the multicultural background of pupils and provide resources for pupils at all levels of ability including those with Special Education Needs.
- To develop the use of ICT as a learning resource, advising and ensuring that pupils and teachers are able to maximise use of equipment by way of the teaching of information handling skills to aid pupils' ability to learn.
- To liaise with external agencies such as public libraries, publishers, ICT suppliers, local authors etc. to decide upon appropriate purchase options for the library.
- To provide support to parents, carers to ensure proper provision as appropriate, by way of conducting correspondence on a regular basis as outlined in the school guidelines.
- To encourage the effective use of the library across the curriculum and provide guidance to groups and individuals using the library

- To disseminate information on library resources to staff and students
- To promote the use of the library resources for pleasure and personal interest and provide individual reading guidance to pupils.
- To co-ordinate the maintenance of topic files from newspaper and periodical cuttings and leaflets to accord with the needs of the curriculum.
- To promote the use of resources through the organisation of displays, book weeks in association with teachers, author visits and other activities
- To promote respect for and return of the school's stock of books and other learning resources according to the agreed policy of the school
- To co-ordinate and provide advice to senior management on the security of library resources
- To provide a quiet pleasant working environment for pupils and staff
- Knowledge and understanding of the school curriculum to be able to participate in the curriculum planning process of the school by attending relevant meetings such as Curriculum Committee, Departmental meetings and full staff meetings
- Ensuring that a safe working environment is provided for the students and staff using the library and advising Senior Managers of safety issues outside the librarian's control.
- To advise staff on the use of the library in a formal and informal context including staff induction and to maintain a collection of professional development materials as a staff library
- Responsibility for the estimating of the annual budget for the library, establishing budget targets, monitoring expenditure, and evaluating the service delivery within consideration of budget constraints.
- Responsibility for fund raising initiatives and maximising the take up of available grants and other ad hoc expenses.
- Maintaining a high level of awareness regarding, children's literature and developments in education and librarianship
- Knowledge and understanding of the curriculum and pupils reading ages in order to provide support to students in accordance with Individual Behaviour Plans as appropriate.
- To attend meeting of local and school librarians and assistants, liaising with other information agencies such as local public libraries and LEA support services and attending relevant training courses.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

March 2026