

JOB DESCRIPTION

POST TITLE	Librarian
GRADE	
HOURS	10 hours per week, 2 hours per afternoon (1.10 – 3.10)
PAY SCALE	
RESPONSIBLE TO	English Lead
UPDATED JOB DESCRIPTION	OCTOBER 2018

PURPOSE OF THE JOB:	<p>Support the school by</p> <ul style="list-style-type: none"> Managing, maintaining and promoting the school library <p>Support the teaching staff by</p> <ul style="list-style-type: none"> Identifying and buying quality resources for the school library and classroom libraries to deliver the National Curriculum and primary strategies and support equality and diversity issues Assisting in the delivery of information skills and information literacy teaching in the school <p>Support children's learning by</p> <ul style="list-style-type: none"> Promoting enjoyment of, and excitement about reading to all children Establishing skills for independent learning
MAIN TASKS	<ol style="list-style-type: none"> To lead the strategy for the development of the library such that it is integrated into the life of the whole school, reflective of its aims and values and responsive to the developing needs of the staff and pupils. Work closely with teaching staff to plan and deliver the information skills curriculum. To develop and implement library policies which reflect the educational needs of the school and facilitate library use and user autonomy. Promote the effective and efficient use of the library and library resources Work with teaching staff to take a strategic approach to inspire a love of literacy, literature and knowledge/research. Develop links with our local library to ensure a coherent approach to library skills To select, acquire, organise and maintain library resources to provide a collection of books which are reflective of the depth and breadth of children's literature, encourage an enjoyment of reading and cover the curriculum needs of the whole school. To repair broken books and/or remove them from the library where appropriate. Manage the library budget with the English Lead Make the library attractive and accessible to all children and staff, including displays, guiding and publicity materials Keep the headteacher, school governors and parents informed about the needs and development of the library and information service in the school To collect and administrate subject-specific collections of resources in consultation with team and subject leaders.

PERSON SPECIFICATION

Knowledge	
Essential	Desirable
<ol style="list-style-type: none"> 1. Knowledge of children's literature and children's resources to support the curriculum 2. Enthusiasm for literacy and learning and the passion and ability to communicate this to others. 	<ol style="list-style-type: none"> 1. Knowledge of and commitment to equalities and diversity issues in the provision of library services 2. Knowledge of how ICT can be used to support reading development 3. Knowledge and understanding of library and information skills 4. Knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources 5. Awareness of child development and the role of reading in the educational development of the child
Qualifications & Experience	
Essential	Desirable
	<ol style="list-style-type: none"> 1. Experience of working in a library, with experience of working with schools or with children
Skills	
Essential	Desirable
<ol style="list-style-type: none"> 1. Ability and courage to innovate 2. Ability to think strategically and creatively, as well as having an eye for detail 3. The ability to work as part of a team but also on your own initiative 4. Excellent communication skills, both oral and written, and the ability to adapt to very different audiences 5. Organisational and self-management skills 	<ol style="list-style-type: none"> 1. Ability to use library management systems and other ICT software 2. Ability to assume responsibility for your own work, devise your own work schedule and set appropriate targets and achieve them
Other	
Essential	Desirable
A DBS enhanced disclosure	