



Job Description: School Librarian

NAME:	
SALARY:	Band D
HOURS:	Full Time
HOLIDAYS:	To be taken during the school holidays
RESPONSIBLE TO:	Assistant Headteacher (English)

The School Librarian should be:

- a partner with teaching staff in the education process
- a partner in supporting individual students' needs
- an acknowledged expert in resource and information provision and management
- a leader and partner with teaching staff in the collaborative design and implementation of information literacy programmes throughout the school
- a leader in creating and developing a climate to promote and support reading for pleasure across the school
- an acknowledged partner with all departments to effectively support and resource each key stage
- a partner in out of hours learning
- able to provide support to teaching staff in the creation of classroom resources, to include reprographics where necessary

Job Purpose:

The management, development, promotion and evaluation of an effective learning resource and information service which supports learning and teaching across the school.

MAIN DUTIES AND RESPONSIBILITIES

Planning and Development

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals.
- Creating and implementing a policy for the Library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school's disciplinary code.
- Taking responsibility for and managing the Library budget, including the preparation of budget bids and estimates.
- Contributing to curriculum and policy development by liaising with all departments through attendance at Head of Department, ICT and whole school meetings, in addition to liaison with individual members of the teaching and learning support staff.
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- Training, supervising and managing library staff, undertaking staff appraisals and inducting new staff as appropriate.

- Recruiting pupil library assistants, supervising and training them and rewarding their achievements.
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.

SUPPORT FOR STAFF AND STUDENTS

- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs.
- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff, and reinforcing these skills where appropriate.
- Promoting reading and the enjoyment of reading in all its forms.
- Promoting and publicising the services provided by the Library to the whole school community.
- Exploiting every opportunity for own professional development, sharing INSET opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
- Developing and maintaining links with other libraries and relevant organisations (e.g. SLS, county education advisers, public library service, universities and colleges and museums).
- To provide support to teaching staff in the creation of classroom resources, to include reprographics where necessary.

The Librarian should:

- be included in staff meetings to enable the Librarian to raise and discuss relevant issues, maintaining the high profile of the library across the school.
- be line-managed by a member of the School Management Team with curricular responsibilities.
- have the status and authority to employ strategies for the effective management of the library in accordance with all school policies eg Health and Safety, Behaviour, Discipline, Inclusion etc.
- have the authority to manage the library budget in accordance with school procedures and principles of best value.

And in terms of professional development should:

- have the same entitlement to INSET and Continuing Professional Development opportunities as teaching staff.
- be included in the school's staff appraisal programme.
- be allowed time to network with other School Librarians in the area, attend relevant meetings and actively participate in professional groups outside their school.

Signed: _____ **Tom Beveridge, Headteacher**

Signed: _____ **Librarian**

Date: _____