



JOB DESCRIPTION

JOB TITLE	School Librarian
DEPARTMENT/SECTION	Library
REPORTS TO	Head Teacher/Executive Head Teacher
LINE MANAGES	N/A

OVERALL RESPONSIBILITY

To manage an economical, efficient and effective school library information service and resource.

DUTIES

- To be responsible for the Safety and Welfare of children using the library.
- To take responsibility for managing Library resources, including budget and stock control.
- To organise curriculum support including resources for teaching staff.
- To maintain and promote the Library 'Code of Behaviour' to all staff and students.
- To supervise study in the Library and maintain discipline amongst library users.
- To encourage positive study habits and to invigilate students when required.
- To teach library skills, information retrieval skills, revision and study skills.
- To support the whole school literacy project and policy.
- To organise Library events in liaison with Department Heads.
- To receive visitors, including prospective students and parents.
- To attend courses and meetings deemed beneficial to the future development of the Library.
- To prepare and maintain appropriate display and publicity.
- To manage the Library's contribution to the School Prospectus, newsletter and website.
- To prepare the Library for school events such as Open Evenings and be available to attend such events.
- To Provide the Head Teacher with a termly, annual or on request, report relating to the development of the library.
- Attend staff/ other meetings when required by Head Teacher.
- To liaise effectively with the SLT line manager in all matters.
- To ensure the library is kept clean and tidy at all times.
- To carry out an annual inventory of all library resources including books and other equipment.

- To be the primary First Aid Contact.
- Support students and staff in using the resources of the school by answering enquiries, assisting students and staff in the use of resources including specific information management learning packages
- To supervise students who remain in school until 4.30pm.
- Manage the development of the learning resource base so that it supports the school's curriculum.
- Build links with local libraries.
- Maintain a timetable of learning resource base use
- Prepare the centre for Open Evenings/Days and be in attendance
- Manage Break and Lunch Time sessions
- Participate with teaching staff in planning and supporting reader development, and encourage reading and enjoyment of literature.
- Maintain a safe and stimulating library environment conducive to achieving optimum use both for purposeful study and leisure, including both supervising students' use of the library and creating displays etc., in compliance with the school's health and safety policy.
- Participate with the teaching staff in the planning, development and delivery of the school's information literacy and language programmes, including the use of ICT as an effective information retrieval tool.
- 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.
- To carry out such other duties as reasonably requested by the Head Teacher.

Working Times

11:30am – 4:30pm – Monday to Friday, term time only – (may be changed after having a discussion with the Head Teacher and post holder should the school needs change).

Unpaid Lunch

30 Minutes as agreed by the Head Teacher

KDGB IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN. APPOINTMENT TO THIS POSITION REQUIRES AN ENHANCED DBS DISCLOSURE.

SAFEGUARDING:

The post holder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Safeguarding Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

KD'S POLICY AND PROCEDURE

The post holder is required to actively follow and abide by all KD Grammar School for Boys policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification – School Librarian

	Essential	Desirable
Qualifications and experience.	<p>Educated to GCSE or equivalent to Grade C (or above) in English Language and Mathematics</p> <p>Knowledge or working practice in the education sector.</p> <p>Awareness of the importance of data protection, confidentiality and safeguarding.</p> <p>Experience of successfully building rapport and developing relationships with others.</p>	<p>Further/higher education or library qualifications.</p> <p>Use of school MIS system ideally SIMS.</p> <p>An understanding that barriers to learning exist and can be removed</p> <p>Previous experience in a similar role.</p> <p>Experience working with young people in a school or college.</p>
Knowledge, skills and abilities	<p>Knowledge of policies, procedures and practices for library management.</p> <p>Knowledge, understanding and competence in Microsoft Office and Google Suite and library management systems.</p> <p>Health and safety issues as they relate to this particular environment.</p> <p>Good organisational skills and the ability to prioritise own workload.</p> <p>Good communication skills with staff, students and other users of the school library.</p> <p>Ability to analyse the needs of library users and secure appropriate resources to meet those needs.</p> <p>Creativity in making the library an attractive place for students, supporting literacy and developing the research capabilities of students.</p> <p>Behaviour management skills.</p> <p>Ability to lead on the maintenance and control of library stock.</p> <p>Safeguarding requirements for</p>	<p>Understanding of managing a budget.</p> <p>An awareness of current educational practice and policy.</p> <p>Knowledge and understanding of academic research in relation to libraries within secondary educational environments.</p> <p>Confidence with audio/visual equipment</p> <p>Understanding of the English secondary curriculum</p> <p>Understanding of the public examination system.</p>

	<p>working with children. Excellent written and oral communication, including the accurate use of English grammar, punctuation and syntax.</p>	
Personal Qualities and Attributes	<p>Flexibility and adaptability. Self-confidence and the ability to deal with difficult situations. Willingness to take the initiative. Positive outlook. Commitment to further training and development. A genuine commitment to improving the quality of provision for students in our academy. Willingness to represent the academy.</p>	