

JOB DESCRIPTION

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| POST TITLE: | Librarian |
| STATUS: | 36 hours per week, Term Time only (+ 2 weeks) |
| GRADE: | Scale 6 - SO2 (£28,752 – £35,949 FTE) depending on experience |
| LINE MANAGER: | Literacy Lead Practitioner |

Job Summary:

To manage the library and lead the strategy for the development of an innovative library community which:

- is integrated into the life of the whole school.
- supports the learning ethos of the Haggerston Way.
- is responsive to the fast changing worlds of communication and information technology.
- evolves to meet the changing needs of all students and staff.
- promotes a reading culture throughout the school.
- fosters independent, life-long learning.
- provides a supportive environment in which students and staff can engage in activities to support their own development and well being.

DUTIES AND RESPONSIBILITIES

Library Management

- To select, acquire, organise, and maintain library resources to cover the full school community.
- To manage the effective retrieval of all library resources by systematic indexing, classification and cataloguing.
- To manage and develop the physical layout, furniture and fittings of the library, in collaboration with the facilities team, IT team, and Business Manager.
- To create, implement, review, and communicate library strategies and policies, in liaison with SLT and in line with wider school objectives.
- To line manage - and provide training for - all library staff, in accordance with Human Resources guidelines.
- To prepare and manage the library budget in collaboration with the Business Manager and Finance Team.
- To liaise with Heads of Faculty on curriculum updates, to ensure provision of relevant and motivational learning resources for each subject.
- To manage relationships with external suppliers/subscription providers.
- To appoint, manage, and train a team of student librarians to encourage student ownership of the library space.
- To provide reports on the needs and performance of the Library and maintain a record in order to monitor its impact.
- To develop networks with other library professionals including SLA, CILIP, and other external information professionals connected to the school.
- To keep up to date with major changes in the profession and manage the professional development of library staff

- To undertake other reasonable duties as directed by the line manager/Headteacher

Promotion of reading, information literacy, and cultural engagement

- To lead by example and be a role model for library use and life-long learning.
- To provide assistance and training to pupils and staff on information retrieval, wider reading, and independent learning skills.
- To plan and monitor the delivery of an information skills programme throughout the school.
- To manage the provision of homework support sessions and reading opportunities for students outside of school hours
- To organise and facilitate student participation in literary activities, author visits, and culture events, both internally at school and externally as part of school trips.
- To support the academic and research skills development of sixth form EPQ students.
- To manage the organisation of Accelerated Reader provision through the library, in collaboration with literacy coordinator and Renaissance Place.
- To lead extra-curricular clubs and events aimed at inspiring enthusiasm for creativity and collective learning.
- To promote library events, policies, and resources through physical display and digital communication, by maintaining up to date notice boards, VLE/website presence, and social media.
- To assist in the professional development of teachers and other staff as requested to help them use and promote Library resources effectively.
- To plan and deliver library focussed training as part of the school's timetabled staff CPD programme.

Behaviour, Inclusion, and Safeguarding

- To manage supervision of students in the library, maintaining good order and discipline.
- To select and maintain stock that reflects and appeals to the diverse school community.
- To liaise with SENCO/EAL teams on supporting student needs.
- To select and provide resources for meeting the needs of International students.
- To select and acquire resources appropriate for promoting student well-being.
- To develop and communicate a behaviour code for the library, in keeping with the wider school behaviour policy and promoting the Haggerston Way.
- To manage the administration relating to overdue books.
- To complete an annual risk assessment and to highlight and health and safety issues for library users and visitors, in liaison with the Business Manager.
- To attend and complete all required safeguarding training and follow the school's safeguarding procedures.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and Hackney Learning Trust policies.

Signed:..... Date:.....
Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date:.....

Librarian

PERSON SPECIFICATION

Librarian

Qualifications

Essential

- Degree in Library/Information Studies or first degree with postgraduate library qualification or equivalent.

Experience

Essential

- Information specialist.
- Familiar with library management software.
- Experience learning new software.
- Expertise in online searching using the internet and a range of subscription services.
- Confidence in working with, and managing the behaviour of, young people from 11-18.
- Ability to work with teaching and support staff colleagues.

Desirable

- Experience in managing a busy school library.
- Sound knowledge of literature for young people.
- Teaching experience.
- Project Management.
- Budget Management.

Personal Attributes

Essential

- Energy and enthusiasm.
- Passion for promoting literacy.
- Good organisational and time management skills.
- Flexibility, able to take on new challenge.