



Job description

JOB TITLE:	Librarian
SALARY CODE:	Clapton Support Staff Range, Scale 5, Points 12 - 17 (Pro Rata)
RESPONSIBLE TO:	<ul style="list-style-type: none"> Literacy Coordinator
HOURS OF WORK:	<p>This post is term time only (195 days).</p> <p>For the 195 term time days you will be expected to work 36 hours per week between the hours of 8:00am and 4:30pm. You will need to be able to commit to working until 4:30pm every Tuesday. Exact start and finish times will be discussed and agreed on appointment.</p> <p>These timings include a 30-minute lunch break and a full time, 36 hour working week. These hours may be reviewed in consultation with you.</p>

POST RESPONSIBILITIES

- To have overall responsibility for the management of the Learning Resource Centre (LRC).
- To select, acquire, purchase, organise, advise on and promote learning resources in all formats which support the curriculum in consultation with the Literacy Coordinator and other staff.
- To index, catalogue and classify learning resources in the LRC and develop and maintain accurate and reliable catalogue and lending systems.
- To open the LRC before school, at break time, lunch time and after school.
- To provide and promote opportunities for cultural enrichment through collaboration with Literacy Coordinator and the PSHCE coordinator. For instance, inviting guest speakers, promoting national events such as Black History Month and LGBTQ+ month, publicising cultural opportunities to students through student notices.
- To promote the use of the LRC to the school community and foster an atmosphere which is conducive to positive learning experiences. This will include ensuring a high standard of display and promotional material.
- To encourage the active participation of teachers and students in accessing all the facilities and resources available through the school's LRC.
- To supervise and train staff on duty in the LRC.
- To promote the library as the major source of fiction within the school through assemblies, registration and other appropriate campaigns.
- To develop and maintain links with external agencies and sources to maximise the use of appropriate materials and information for the LRC, including Hackney Library Service, museums and other cultural providers.
- To be responsible for the supervision and management of the behaviour of students and to have responsibility for student health and safety in the LRC.
- To act as responsible budget holder for the effective budgetary planning and management of LRC resources.
- To train student librarians when appropriate, including the allocation and supervision of clearly defined duties.
- To monitor and evaluate the effectiveness of the service provided by the LRC and implement changes where necessary.
- To assist with the preparation of successful bids for budget funding to take forward development of the school's LRC.
- To manage the lending software in the LRC- loaning student books in and out, contacting parents and tutors.
- To organise and co-ordinate an induction of new pupils in conjunction with SEN staff in respect of services and resources available.
- To research and purchase new texts to keep the library current and reading material exciting.
- To plan and deliver whole school reading for pleasure initiatives i.e. World Book Day, BookBuzz, National Poetry Day.
- To be willing to act as a qualified First Aider and attend relevant training.



- To lead on the promotion, management and tracking of Accelerated Reader in Year 7.
- To monitor students' reading activity and habits to accurately record achievement/ rewards and target intervention according to agreed procedures.
- To accompany teaching staff and students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Headteacher.

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 academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification – Librarian

QUALIFICATIONS	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
Further relevant qualification/ willingness to obtain or enhance qualifications and training for the post	✓	

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working within an educational environment		✓
Experience of working in a busy office and the ability to respond positively to high work demands and at times, extreme pressure	✓	
Experience of working in a library	✓	

KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE
Excellent English, Maths and IT skills	✓	
Excellent interpersonal skills	✓	
Good administrative and organisational skills	✓	
An excellent working knowledge of IT packages including the Microsoft Office Suite, Outlook, Accelerated Reader and Library Cataloguing Software	✓	
The ability to work within the academy policies, procedures and expectations	✓	
The ability to prioritise and work to given deadlines	✓	
Excellent accuracy and a meticulous attention to detail	✓	
The ability to work in an organised and methodical manner	✓	
The ability to work as an effective team member	✓	
The ability to maintain efficient record keeping systems	✓	
An excellent working knowledge of literature	✓	

PERSONAL QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and young people.	✓	
Proven reliability, honesty and trustworthiness.	✓	
Ability to remain calm and cope with the unexpected.	✓	
A friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	



Commitment to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
Emotional resilience	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to inclusion	✓	