

Blessed Hugh Faringdon Catholic School

Job Description

POST HELD

Librarian

SALARY GRADE OF POST

Grade 5 Points 12-17

REPORTING TO

School Business Manager

Core Purpose:

Manage the day-to-day running of the school library. To possess a genuine love of literature partnered with the zeal, creativity and drive to inspire a reading culture that develops impassioned life-long readers.

Responsibilities:

- Promote a love of reading and scholarship throughout the school.
- Assist in the promotion of a school-wide culture of reading through the implementation of library events, competitions and challenges; and the creation and development of after-school library clubs.
- Support and guide pupils in their choice of, and use of materials to undertake assignments, complete homework and undertake wider reading.
- Organisation and management of the library including but not limited to generating records of overdue books; recording journals; producing notices.
- Selection, acquisition, organisation, promotion and maintenance of book and non-book resources to cover the full age and ability range of the school community, and to ensure an equality of opportunity for all pupils and staff.
- Use the library system to catalogue books and other library resources; issue, return and renew books; and generate reports.
- Promote further reader development through a programme of visits and workshops by authors, reading clubs and supporting the whole school literacy programme.
- Take responsibility for and managing the library budget.
- Ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.
- Promote high standards of conduct by establishing a positive, friendly and engaging working atmosphere.
- Maintain an orderly atmosphere during break, lunch, and after school, in line with the school's behaviour policy.
- Lead the Library's contribution to the extra-curricular life of the school, including but not limited to organising book events (World Book Day, Book Week, National Poetry Day, Author Visits, spelling bees).
- Work with the literacy co-ordinator to promote literacy throughout the school.
- Run presentations in reading lessons to promote new fiction and to promote 'book' discussion.

- Overseeing the growth of the library through the further development of digital resources (e.g. online books and Kindle).
- Manage student librarians.
- Manage subscriptions for periodicals and online resources.
- Undertake Exam Invigilator duties during the examination period when the Library may be used to house examinations
- Attend meetings as required.
- Keep up-to-date with current educational developments and legislation affecting your area of responsibility

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues, d) other agencies/professionals.
- Set a good example to the students through personal presentation, professional conduct.
- Make a positive contribution to the wider life and ethos of the school
- Support and carry out policies and practices to promote positive student behaviour, in line with the whole school approach and support the “Behaviour for Learning” programme.
- Be aware of safeguarding promote the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with students and parents.
- Ensure compliance with all statutory Health and Safety requirements.
- Retain confidentiality about all aspects of school life.
- Any other reasonable tasks as requested by the Headteacher/School Business Manager.

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Headteacher/School Business Manager in consultation with the postholder.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. This post is subject to a satisfactory Criminal Records Bureau enhanced disclosure certificate.

This post is subject to Level 1 Health and Safety Training

Person Specification

Post Title: Librarian

Qualification and Experience	
Good standard of education. Must be numerate and literate (minimum GCSE or equivalent - Maths & English Grades 5 - 9)	E
Educated to A Level or equivalent	D
Experience of working in a library or similar environment	D
Experience of working in a school	D
Skills and Abilities	
Good written and oral communication skills	E
Ability to work effectively with, relate to and command the confidence of, a wide range of young people with different ethnic and social backgrounds	E
Ability to work independently and as part of an effective team	E
Ability to communicate effectively with young people	E
Ability to use IT (e.g. to maintain cataloguing systems)	E
Ability to work systematically to ensure all systems/resources are kept up to date with accurate record keeping	E
Other Attributes	
High level of current awareness regarding children's literature and developments in education and librarianship	E
Willing to undertake appropriate training to meet the needs of the job	E
Ability to relate to and promote the ethos of the school	E
Evidence of an interest in working with young people	D
Demonstrates a commitment to safeguarding and a suitability to work with children, including appropriate relationships with children, emotional resilience to challenging behaviour and attitudes to the use of authority and maintenance of discipline	E
Flexible approach to duties	E