

Job Description



Post:	Librarian & Reading Tutor
Hours:	36 hours per week term time plus 1 week
Salary:	H4
Responsible to:	Literacy Co-Ordinator

1. Role Purpose

To be responsible for the management of an effective Library within the school on a daily basis, to include stock management, student supervision and provision of assistance to all library users. To help develop strategies to promote a love of literature and reading, and the enhancement of learners' literacy across the curriculum

2. Main Duties and Accountabilities

Librarian:

- To promote quality literature and writers, which includes the arrangement of appropriate author visits and other promotional events that encourage reading for pleasure, including producing publicity material and displays and running events
- To audit current library stock and implement a plan to ensure the library offers a wide range of quality books by a diverse range of writers
- To help manage the effective allocation of the library budget and expenditure
- To provide support for any lessons which take place in the library and to manage bookings in the library effectively
- To supervise and assist learners in their studies, projects and reading research.
- To support the Literacy coordinator with setting up and running of before and after- school reading programmes such as reading mentors and book clubs
- To sustain a high level of professional knowledge and engage with professional development to keep informed about current literature for young people including engagement with the PiXL reading strategies
- To oversee all supervisory roles and running of duties relating to the Library
- To undertake all written, personal, verbal and electronic communications both internally and externally for all library matters
- To coordinate all stock purchases using professional criteria and in consultation with faculties and SLT to ensure library stock meets all curriculum needs

- To order and purchase books and library materials
- To maintain library stock by replacing or withdrawing books
- To be responsible for all Library stock updates and circulation through Oliver Library Management system
- To analyse client and resource use to inform future purchasing
- To supervise and assist learners in their studies, projects and reading research
- To participate in all meetings and other activities relevant to the promotion of the library
- To update and provide handbooks and any user manuals for both staff and learners
- To be responsible for the security of the Library and the stock within
- To keep the library tidy and attractively displayed and ensure an inviting, stimulating and attractive learning space
- To deliver Lexia sessions on computers, supporting learners' progress on the programme

Administration:

- Provide administrative support to the Senior Leadership Team
- Cover reception when necessary

Other Duties

To support the exams officer with exam invigilation

A responsibility to promote and safeguarding the welfare of children

To undertake duties as specified by the Headteacher and not mentioned above

The job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Knowledge, Experience, Skills and Abilities

Criteria	Essential	Desirable
Qualification or considerable experience in librarianship at a professional level.		X
Degree in Library and Information Management and/or CILIP Chartered Librarian.		X
Experience of working with young people in a school environment.		X
Good knowledge and understanding of the reading and information resources required by students. Sound knowledge of literature for children and young adults.	X	
Evidence of relevant continuing professional development.	X	
Experience of using a Library Management System.		X
Excellent IT skills	X	
Strong oral and written communication skills, friendly and approachable.	X	
Ability to relate well to adults and young people.	X	
Good organisational skills with the ability to work calmly under pressure whilst managing a demanding work load and achieving desired results.	X	
Ability to lead, motivate and organise other staff and students.	X	
Ability to work under pressure and meet deadlines.	X	
Commitment to raising levels of student engagement	X	
Ability to be innovative and creative and work methodically, accurately and logically.	X	