



# WEST GRANTHAM

Church of England Secondary Academy

## Job Description

**POST TITLE:** Librarian

**GRADE:** Grade 5

**RESPONSIBLE TO:** Head of English

## JOB PURPOSE

To assist with the development, management and organisation of Library facilities to ensure effective provision of resource and information services to staff, students and members of the community.

## GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

- To create and maintain a welcoming and well stocked, user friendly environment for learning within the library.
- Contribute to curriculum development through attendance at management team, faculty and departmental discussions and informal liaison with individual teachers.
- To have a key role in the school's priority of raising literacy standards, working closely with key staff such as the English department, SLT and the Literacy Coordinator engaging and leading on projects and schemes to ensure Literacy is embedded throughout the whole school
- To provide guidance and advice to readers and library users.
- To provide guidance and support for users of ICT and other educational technology available in the library areas.
- To assist with the maintenance of the automated library system and the accompanying administrative routines.
- To assist with the administrative routines associated with Accelerated Reader.
- To manage the issues and returns of books and other materials.
- Routines connected with the cataloguing of new materials.
- Maintenance and display of newspapers and magazines.
- Arranging books and other resources for effective retrieval, including classification and cataloguing of all library resources.
- Supervision of students before school, during break and lunch times and after school.
- Actively promoting and managing after school clubs.
- Under the guidance of the SLT Lead, support reading by working 1:1 or with small groups.
- Supporting the development of other technological initiatives within the library and supporting students and staff in their use.
- Provides first aid assistance to staff, students and visitors as and when necessary.
- To manage the Library budget.
- To assist those with responsibility for literacy in the implementation of strategies and projects.
- Occasional cover of literacy classes.
- Other reasonable tasks as requested.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders at West Grantham CofE Secondary Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.

*The post holder will also be expected to undertake any other tasks as reasonably required by the Executive Principal, Head of School, Governors or MAT Directors to ensure the efficient and effective operation of the academy.*

PERSON SPECIFICATION – LIBRARIAN		
	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Further or higher education		*
Relevant educational or vocational qualifications equivalent to Level 2 or above e.g. GCSE	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Librarian and Resource centre work		*
Previous experience of working within an educational setting.		*
Previous experience of working with young people		*
<b>PROFESSIONAL SKILLS</b>		
Communicate effectively verbally, in writing and through IT.	*	
Good use of standard ICT packages and ability to learn other packages as required.	*	
Strong organisational and administrative skills	*	
Good interpersonal skills	*	
Coaching and mentoring skills		*
<b>PERSONAL QUALITIES</b>		
Confidence and independence	*	
Ability to work as part of a team understanding school roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Enjoys working with young people	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school.	*	
The Trust and Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.	*	
Suitability to work with children with enhanced DBS check	*	