

JOB DESCRIPTION

Job Title: School Librarian

Reports to: Assistant Head (Learning and Teaching)

Key Contacts and Relationships: Pupils, Heads of Department, Assistant Head (Learning and Teaching), teaching staff, the wider Sibford School community including parents and local schools.

Overall Purpose

The management, development, promotion and evaluation of an effective learning resource and information service which supports learning and teaching across the school.

MAIN DUTIES AND RESPONSIBILITIES

Planning and Development

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals
- Taking responsibility for managing the Library budget, including the preparation of budget bids and development plan
- Contributing to curriculum and policy development by liaising with all departments through attendance at Head of Department, ICT and whole school meetings, in addition to liaison with individual members of the teaching and learning support staff.
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school. Responsibility for the effective management of all resources using the Library Management System, in liaison with all subject departments
- Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.
- Ensuring equality of access for all pupils and staff to high quality learning resources
- Managing and directing information technology in a library context
- Recruiting pupil library assistants, supervising and training them and rewarding their achievements.
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Oversight of the Junior School Library and liaison with Junior School Staff
- Facilitate and support regular curricular (esp. English) lessons in the library

SUPPORT FOR STAFF AND STUDENTS

- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs, including support for the Extended Professional Qualification (EPQ)
- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff and reinforcing these skills where appropriate thereby fostering a culture of independent learning among pupils
- Promoting reading and the enjoyment of reading in all its forms
- Provide support for literacy and reader development within the school in communication with the English, Support for Learning and ESOL departments
- Promoting and publicizing the services provided by the Library to the whole school community
- Organising Library inductions and special Library events such as author visits and competitions as appropriate
- Attending Parents Evenings to promote reading and good information skills
- Finding regular opportunities for personal professional development, sharing INSET opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
- Developing and maintaining links with other libraries and relevant organisations e.g. local school, university and public library service
- Other duties as may be reasonably required

Key Performance Measures

- The smooth operation of the library on a day to day basis
- Establishment of a positive learning environment for all pupils and a useful and stimulating environment for all members of the school community
- Increased independent use of the library by pupils for study, research and recreational reading and for borrowing of resources
- The library enhances and enriches the resources held by other areas of the school
- Access to the library is provided at appropriate times during the school day, and at other times by request
- A tidy and pleasant physical environment for library users at all times
- The library offers a calm, stimulating atmosphere for the enjoyment of staff and pupils
- A positive and active relationship with Heads of Department regarding resources and learning opportunities

Skills and Competencies required in the role

- Knowledge of literature including contemporary teenage literature
- The ability to manage and disseminate information in a range of different media
- Excellent communication skills
- Educated to degree level
- Financial management skills for management of library budget
- Knowledge and understanding of, and competence in, ICT
- Methodical with good attention to detail
- Warmth and sensitivity
- Tact, discretion & diplomacy
- An ability to think originally and creatively and show initiative
- Energy and enthusiasm

Hours of Work

- Hours of work will be 8.30 am to 4.30 pm, Monday to Friday, term time only plus two weeks

Rate of pay

- Negotiable dependent on relevant qualifications and experience.