## Job Description

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| Job Title: | School Librarian/Learning Mentor |
| Reference: | X00131 |
| Reports to: | Director of English/Head of English (Middle School) |
| Responsible for: | No line management |
| Salary range: | Band E £20,997 - £22,918 (£17,960 - £19,603 pro-rata) |
| Contract: | Full time, term-time only. |

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| Main purpose of the role: |  | |
| Main duties: | 1. Organising and managing the Library, ensuring its effective use by classes, groups and individuals. 2. Creating and implementing a policy for the Library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school's disciplinary code. 3. Maintaining library stock and working with line manager to ensure resources and books are kept in good order, and replaced as necessary 4. Taking responsibility for and managing the Library budget, including the preparation of budget 5. Attendance at English Department and Faculty meetings 6. Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning in English lessons. 7. Recruiting pupil library assistants, supervising and training them and rewarding their achievements. 8. Tracking through Accelerated Reader, pupil reading ages and engagement levels and working with teaching staff to improve these figures on a whole class and individual level. 9. Working with individual pupils to support and develop their reading 10. Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences. 11. Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs. 12. Working with teaching staff in lesson to promote reading and the enjoyment of reading in all its forms. 13. To provide support to teaching staff in the creation of classroom resources, to include reprographics, reports on pupil RA and engagement times (using Accelerated Reader software) 14. To work with teachers to support session planning, evaluating and adjusting lessons/work plans as appropriate 15. To contribute to plans to support individual pupils with reading 16. Work in partnership with the teaching staff to implement agreed learning activities/teaching programmes, adjusting activities according to pupils’ responses/need 17. The hours will vary day-to-day to meet the needs of the Academy, eg. enabling pupils to access the library after school on some days 18. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
|  | **Essential** | **Desirable** |
| Qualification | * A\*-C GCSE Maths and English or equivalent * Evidence of Continuing Professional Development relevant to the role. | * Hold a good honours degree or equivalent. |
| Experience | * Ability and commitment to lead the Academy’s drive to secure a transformational change in aspiration and standards. * Experience of supporting pupils/students of differing abilities and backgrounds. * Experience in a similar role in a school setting | * Have successfully used strategies to improve pupil/student achievement. * A proven knowledge of the current national curriculum agenda and a strong understanding of the curriculum offering and personalised approaches to learning. * Experience of working with children with complex needs. * Positive behaviour strategy knowledge and experience of helping children self-regulate emotions |
| Skills | * The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential * Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils * Ability to develop in pupils the skills to work independently and collaboratively * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. * Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. * Creative and innovative. * Excellent facilitation and presentation skills suitable up to and including senior managers. * Data and IT literate with good IT skills. * Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. * Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents. * Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions. | |
| Qualities | * Able to confidently liaise with senior colleagues including in formal settings. * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Personal and professional authority and resilience. * Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. * Empathetic, tactful and diplomatic. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. * A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. | |