



WILMINGTON
GRAMMAR SCHOOL FOR GIRLS

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Parsons Lane Wilmington Kent DA2 7BB
Telephone: 01322 226351

Job Description

Job Title: **Librarian - 5 days per week during term time 8.30-4.30pm, 37 hours per week**
Salary: **Grade 7 (£23,019-£26,485) pro rata. (£26,291-£30,249) actual**
Responsible to: **Deputy Head Teacher**

Overall Job Purpose

- To work within our library providing support to students.
- The School Librarian is responsible for the acquisition, organisation, dissemination and effective use of resources appropriate to the learning needs of students

Main duties and responsibilities include:

- Advise senior management and other colleagues on policies for the provision of learning resources across the curriculum.
- Support the educational aims and objectives of the school, and monitor the effectiveness of the Library's contribution to learning and teaching
- Mediate between learners and resources to enable learners to identify, locate and access the information they need.
- Lead the teaching of transferable information, learning and knowledge access skills which are the core skills of independent lifelong learning.
- Manage and promote a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them.
- Promote the development of reading and literacy skills for information and recreation and take a lead in creating a whole-school environment which encourages reading for pleasure
- Manage a study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces
- Enable teaching staff to maintain a high level of awareness of professional development and relevant resources through the provision of appropriate professional materials and information
- To supervise and cover classes during instances of high staff absence.

General Duties:

- Contribute whole-heartedly to the organisation and running of enrichment activities and to the wider aspects of school life, drawing on your own interests and enthusiasm.
- Understand and comply with the school's Safeguarding Policy and its requirements to safeguard and protect the welfare of students.
- Work collaboratively with the whole staff team to play a part in delivering the school's ethos and culture.
- Be willing to occasionally visit other local schools within the MAT to share good practices and resources.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the above list of duties is not exhaustive.

Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • 5 GCSEs including Science, Maths and English • Have an awareness/knowledge of Health & Safety at Work 	<ul style="list-style-type: none"> • Degree level, in English
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experience of working in a library or similar environment • Ability to work to tight deadlines and be flexible in supporting other staff. • Keen interest and passion for the education of young people and the ability to contribute more widely to the life and community of the school • Ability to work effectively as part of a team. • Good interpersonal skills. • Ability to communicate well with students • Ability to organise own time to ensure that resources are available when required 	<ul style="list-style-type: none"> • Experience working in a school environment
Special aptitudes	<ul style="list-style-type: none"> • Love of books • Understanding of reading levels • Able to encourage reluctant readers and challenge able readers • Positive approach • Ability to prioritise • Excellent analytical and communication skills • Must have the upmost integrity as well as high levels of motivation and commitment. 	