



LIBRARIAN  
INVICTA GRAMMAR SCHOOL



JOB DESCRIPTION	
Job Title	Librarian
Grade	VIAT 5, points 21-24 £21,045-£22,426 – actual salary
School / Department	Invicta Grammar School
Base	Invicta Grammar School
Hours	37 hours per week (Monday to Friday), 38 weeks per year (190 days) 8.30am-4.30pm (Monday to Thursday) 8.30am-4.00pm (Friday)
Reports to	Deputy Headteacher
Accountable to	Headteacher

## Job Summary

Invicta Grammar is seeking a dedicated and enthusiastic School Librarian to manage our library and provide an engaging learning environment for our students. The ideal candidate will be passionate about literacy, information technology, and supporting the educational and personal development of students. The librarian will be responsible for the operation of the library, including the selection, acquisition, organisation, and circulation of library resources, as well as the provision of instructional and reference services to students and staff.

## Key Working Relationships

- Students
- Teaching and Support Staff
- Headteacher

## Key Responsibilities

- Oversee the day-to-day operations of the school library.
- Develop and maintain a diverse and up-to-date library collection, including books, digital resources, and multimedia.
- Implement and manage library policies, procedures, and programmes.
- Organise and maintain the library's cataloging and classification systems.
- Manage the library budget and procure new materials as needed.
- Offer reading interventions to students.
- Supervise Sixth Form and independent study sessions.
- Supervise the after-school homework club.
- Manage and work with the Library prefects.
- Collate articles and design the weekly Invicta News which is published to staff, students and parents.

## Promotion of Reading and Literacy

- Provide instruction on the use of library resources, information literacy, and research skills to students and staff.
- Lead on the Accelerated Reader programme, working closely with the English department regarding data analysis and interventions to put in place.
- Promote a culture of reading across the whole of Invicta, leading a number of reading competitions and initiatives throughout the year.
- Lead on World Book Day, with promotional assemblies, competitions and activities for all Year groups to take part in.

- Collaborate with teachers to integrate library resources into the curriculum and support classroom instruction.
- Offer individual and group assistance to students in locating and using library resources effectively

## Technology Integration

- Integrate technology and digital resources into the library programme.
- Teach and support students and staff in the use of online databases, e-books, and other digital tools.
- Stay current with emerging technologies and trends in library services.

## Collaboration and Professional Development

- Collaborate with staff and administration to support the educational goals of the school.
- Participate in professional development opportunities to stay informed about best practices in librarianship and education.
- Network with other librarians and educators to share resources and ideas.

## Experience

- Previous experience working as a librarian, preferably in a secondary school setting.
- Experience with library management systems and digital resources.
- Teaching or instructional experience is a plus.

## Skills and Abilities

- Strong organisational and management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with students, staff and parents.
- Proficiency in information technology and digital literacy.
- Passion for reading, education and supporting student development.

## Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

An enhanced DBS check will also be undertaken.