

# **SOUTHBOROUGH C OF E PRIMARY SCHOOL**

## **LIBRARY LEADER (WITH DIGITAL AND IT RESPONSIBILITIES) JOB DESCRIPTION**

<b>JOB TITLE:</b>	Library Leader (with Digital and IT Responsibilities)
<b>PAY:</b>	Kent Scheme C £26,956 pro-rata
<b>HOURS:</b>	Monday - Friday – 8.00 a.m. – 5.30 p.m. term time only plus 5 INSET days and 6 Maintenance days.

### **KEY RESPONSIBILITIES:**

- Managing the Accelerated Reader and CLPE Library - catalogue book orders, source new texts and maintain organization of shelves
- Planning activities for using the Discovery Centre as a research space (and for developing skills of the liberal arts)
- Planning and supervising activities that use the STEM resources (books and technology) to inspire the STEM leaders of the future
- Establishing opportunities for children across the school to take part in sessions during lunchtimes and after school to promote a love and enjoyment of books and use of STEM –
- Supervise, train and support various pupil roles linked to the work of the Discovery Centre e.g. Keepers of the Discovery Centre and Class Reading Ambassadors
- Planning Enrichment opportunities e.g. planning, organising and supervising Pupil Reading Champions
- Keeping up to date with the latest research and opportunities (such as those from CLPE/Literacy Trust/STEM Learning) and implementing new projects to promote the Discovery Centre & reading for pleasure
- Work with staff to broaden knowledge of children's fiction – raise awareness of new authors, new titles, children's book awards etc.
- Liaise with staff and external visitors to organize events across the literary and STEM calendar e.g. World Book Day, National Story Telling Week, National Poetry Day
- Support management of device and technology use across the school – support with device bookings and setting up in preparation for assemblies
- Keep up to date with trends in children's fiction and non-fiction – source enriching, issue-led and diverse texts that align with the aims and ethos of the Discovery Centre
- Produce materials to promote the Discovery Centre and reading for pleasure initiatives e.g. displays, posters, QR codes, reading assemblies, reviews, reading newsletters, website updates etc.
- Proofread and collate reports for a weekly newsletter promoting events in the school calendar

### **GENERAL:**

- Ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the School
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings as required
- Participate in training and other learning activities and performance development as required.

This job description is a guide and is not necessarily an exhaustive list and you may be asked to carry out other tasks as directed by the Headteacher.

Signed by Post Holder..... Date .....

Signed by Headteacher ..... Date .....