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|  | **Librarian** |
| Role Title | Librarian |
| Job Purpose- general | * The School Librarian has an essential and unique specialist role to play in supporting pupils' learning and their development into effective, independent learners and readers. The School Librarian should be a partner with teaching staff in the education process.   *In common with all staff:*   * Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct. * To participate in meetings, training other staff development and CPD activities and performance development as required. * To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.   *Liaising with:*   * Headteacher, Leadership Team, middle leaders, pastoral staff and relevant staff with cross-school responsibilities, relevant support staff, parents, carers and Governors. |
| Job Purpose - specific | * To promote literacy across the school * To be meticulous and precise when ordering, lending and cataloguing books * To ensure the daily care of the library, users and resources is of a high standard * To develop and monitor a school-wide electronic borrowing/returning procedure * To manage, develop and promote the library across the school * To ensure that all students and staff have access to a range of relevant books and information services to support teaching and learning * To facilitate independent research and encourage reading for pleasure |
|  | * To be friendly, helpful and pupil-oriented, while insisting on proper conduct in the library areas * To be passionate about reading, well-read and up-to-date both in digital and print publishing |
| Line Manager | *Accountable to/line managed by:*  Assistant Headteacher Supporting Learning |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | Sandwich Technology Support Staff Band 6 |
| Name |  |
| Signature |  |
| Date |  |