



## **School Librarian Job Description and Person Specification**

**As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.**

### **All staff will:**

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher.

## **General Description**

To undertake the day-to-day running of the school library provision under the direction, guidance and direct supervision of the school Literacy Lead. Specific duties will include overseeing the maintenance and use of the school library, including the Accelerated Reader and Lexia provision, facilitating library-based learning and supporting the delivery of literacy interventions for low ability learners.

## **Specific Responsibilities**

The Librarian will be a member of a team, under the leadership of the school Literacy Lead. The post holder will, to a level reflected by the grade of the post:-

- Oversee and facilitate the use of and maintenance of the library.
- Plan and implement library-based learning opportunities/lessons for students.
- Research and implement ideas and strategies for the development of the school library provision and its services, for staff as well as students.
- Assist in implementing and developing the short, medium and long-term strategy for the library.
- Indicate student successes and achievements, communicating with HoY and curriculum leads.
- Nominate, train and develop student librarians.
- Work with teaching staff and students to develop and promote reading for pleasure and participate in schemes with outside agencies, where possible.
- Supervise students in the library, when the student is not the responsibility of a teacher in attendance.
- Select, order, organise, promote and maintain library resources to support all curriculum areas, covering the full age and ability range of the school.
- Catalogue, index and classify library resources.
- Develop both book and non book material into a resource that serves the curriculum including special needs and resources in languages other than English.
- Minimise the loss of library resources through the implementation of the security system.
- To encourage purposeful use of the library for study, leisure and pleasure.
- To manage the Library Management System and liaise with the external software providers.
- To obtain statistics from the Library Management System to inform future planning.
- Assist in the delivery of literacy intervention strategies.
- Assist in the development and running of the Accelerated Reader and Lexia programmes, including cyclical testing and monitoring of progress.
- Identify and refer students to SEN as appropriate, for required intervention.
- Work directly with small groups of students or 1:1, where appropriate.
- Participate in the evaluation of support programmes.
- Work with regard to the SEN Code of Practice.
- Attend relevant In-Service Training Courses and Days.
- Establish a supportive relationship with children and parents.
- Liaise where appropriate with external agencies.
- Encourage acceptance and inclusion of all children.
- Provide feedback to students and colleagues concerning students learning and behaviour.
- Evaluate students' progress in library-based learning and monitor students' participation, progress and responses to learning.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable.

October 2020

## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

### Qualifications

1. Level 2 or 3 NVQ Teaching Assistant qualification (or equivalent) with proficient practical skills. 2. GCSE Maths and English (or equivalent qualification).	a) Commitment to continuing professional development activities
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### Experience

1. Experience of working with children	a) Experience of working with secondary age children
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### Skills and Abilities

1. Numeracy and literacy skills. 2. Basic IT skills. 3. Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly 4. Good influencing skills to encourage pupils to interact with others and be socially responsible.	
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### Knowledge

1. Knowledge of policies and procedures relating to Special Educational Needs, child protection, health, safety, security, equal opportunities and confidentiality.	
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