

### Job Description - Librarian

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	SLT Literacy Lead
<b>Grade</b>	4 - pro rata salary £17,760 - £20,809 per annum
<b>Hours</b>	37 hours per week, term time only plus 2 weeks (40 weeks)
<b>Location</b>	Based at Stoke Park School with a requirement to travel to undertake work at or for academies within the Trust

#### Job Purpose

To lead and co-ordinate the development of the Library/Learning Resource Centre in the context of the aims of the school and the School Development Plan. To provide a comprehensive service for students and staff. To support and develop student's learning, research skills and independent study and to develop a reading culture within the school.

#### Duties and responsibilities

##### To manage the provision, organisation and supervision of the library which includes:-

- Work with colleagues to develop and review a library plan and purchasing strategy.
- Research new titles, stock selection and order through suitable sources.
- Monitor relevance and condition of present stock.
- Work with colleagues to manage the library budget.
- Liaise with Heads of Faculty/Departments with regards to their requirements and recommendations.
- Work alongside the Line Manager and other teachers to promote and support literacy and reading for pleasure.
- Make sure the library plays an integral role in supporting learning including the use of online resources.
- Monitor and encourage student's proper use of technology in the library.
- Liaise with the English department regarding appropriate activities for library lessons at KS3/KS4
- Oversee and manage the careers area of the library
- Work alongside the Assistant Headteacher for careers to guide students to appropriate materials e.g. Careers websites, UCAS.

##### Wider school role:

- Involvement in school trips and events e.g. author's visits and other themed events or competitions.
- Create and run clubs in the library e.g. Creative writing and Book clubs
- Manage reward systems during library sessions.
- Report behaviour concerns to relevant Heads of Year, Designated Safeguarding Lead.
- Support and contribute to the school's responsibility for safeguarding students.

**To encourage the use of the library by the student population in a variety of ways which includes:-**

- The supervision and support of students using the library during lessons, breaks and out of school hours.
- Development of positive strategies to promote the library to students and staff.
- Development of student librarians with appropriate supervision and support.
- Provision of a structured programme of induction training and user education for students and staff.
- Use of systems to monitor library use
- Development of a friendly library ethos which welcomes students and responds to their needs

**To encourage the use of the library by school staff in a variety of ways which includes:-**

- Regular consultation with departments when acquiring stock.
- Liaison with Heads of Department to ensure that the Library supports schemes of work.
- Liaison with the Network Manager and active involvement in ICT development.
- Provision of book boxes for topic work.
- Regular updates and promotions to staff about acquisitions.
- Contribution to the teaching of study/research skills to students.
- Management of a booking system for use of the library with groups.

**Planning and monitoring Library Development.**

- Update the Library Policy.
- Develop a budgeting plan.
- Develop a stock policy.
- Review the current School Development Plan (Library) and initiate further development.
- Monitor and evaluate expenditure and provide reports to the Leadership Group.
- Develop systems to monitor library use and inform the Leadership group.

**General**

- Compliance with the Data Protection Act.
- Willingness to undertake professional development suited to the post, including but not limited to training in behaviour management, the role of the Teaching Assistant etc.
- To participate in the staff review process.
- Knowledge of and compliance with relevant school policies and procedures, e.g. health and safety policy, procedure to authorise expenditure.
- To undertake any other duties and responsibilities, as required, appropriate to the grade of the post, personal skills and experience of the post holder at the discretion of the Administrative Officer, to ensure the smooth running of the school.

**Line management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

## Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Librarian are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

### Special conditions of employment

#### Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

#### Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

#### Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

#### Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that

Act/s.

**Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by: Natalie Rock, Headteacher**

**Date: May 2022**