

## **JOB DESCRIPTION & SPECIFICATION**

<b>Job Title:</b>	Learning Resources Manager (Librarian)
<b>Location:</b>	Duke's Aldridge Academy
<b>Reporting to:</b>	Accelerated Reader Coordinator
<b>Contract Basis:</b>	Permanent – 37 hours per week Term Time only
<b>Salary Scale:</b>	

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### **Overall Responsibilities:**

The School Librarian's key function is to promote a love of reading and learning within the school community. The librarian will ensure that the library is an attractive learning resource that promotes the ethos and values of the school particularly in terms of expectations of attitudes to learning, achievement and behaviour.

### **Responsibilities**

- To manage the day to day systems for the operation of the library.
- To maintain the library as an attractive and highly accessible resource within and beyond the school day by the selection, acquisition, organisation, promotion and maintenance of book and non-book resources to cover the full age and ability range of the school community.
- To develop and maintain library resources and systems
- To be responsible for personal professional development making full use of advisory services and maintaining a high level of current awareness regarding children's literature and developments in education and librarianship, including attendance at School Librarian Management meetings, book selection meetings and courses as appropriate.
- To support the AR Coordinator with the administration of Accelerated Reader and English department staff with delivering AR lessons.
- Coordinate planned book events e.g. book week and visiting authors.
- To supervise and assist students and others using the library
- To undertake library administration, stock ordering and stock audit
- To carry out any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined.

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### Other

- To undertake other duties consistent with the scope of the post and within the competence of the post-holder as required.
- **To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school**

### GENERAL RESPONSIBILITIES COMMON TO ALL STAFF

- To be part of the school's duty rota as required, including supervision during the lunch period, but such that the post holder has a lunch break of at least 30 minutes
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
- To comply with the school's Health and Safety Policy and to ensure that working environments and working practices employed by the postholder
- To promote the school's equal opportunities policy and to work in accordance with it.
- To carry out duties as may reasonably be required from time to time

### Other Responsibilities

Operating at all times within the stated policies and practices of the Cluster Academies and the wider Trust.

Abiding by and practicing the Aldridge Education Operating norms:

- We are Aldridge Education
- The standard is excellence
- We champion equality
- We're in the work together
- We behave with integrity
- We lead by example
- We use time well

### Safeguarding Statement:

Aldridge Education is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

A copy of Aldridge Education's Child Protection policy is available on our website at [www.aldridgeeducation.org](http://www.aldridgeeducation.org)

Following successful application, Aldridge Education will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates undertaking regulated activity.

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If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Given the nature of the Trust's activities and the regulatory framework it is subject to, any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check carried out by the Trust (where applicable to the role in question). It is an express condition if you are appointed to the role that you join the DBS update service.

If you are shortlisted for the position you are applying for, Aldridge Education will undertake online searches (including social media) in accordance with KCSIE 2024.

This role is considered exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means standard and enhanced DBS checks will now always show all unspent records, including youth conditional cautions, meaning some previously unrecorded details will now be disclosed.

Further information about filtering offences can be found in the DBS filtering guide. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

### **Equal Opportunities**

At Aldridge Education, we are dedicated to creating an inclusive and supportive environment where every individual is valued, respected, and empowered to reach their full potential. We welcome applicants from all backgrounds, and as an equal opportunity employer, we are committed to fostering a diverse and inclusive workplace where everyone can succeed and thrive.

We believe that diversity in experiences, perspectives, and backgrounds is essential for driving innovation and achieving success. Our commitment to equality and fairness is embedded in all aspects of our recruitment, employment, and educational practices. We continuously strive to maintain an environment that provides all individuals with the opportunity to realize their full potential.

We are committed to building a diverse workforce, promoting an inclusive culture throughout Aldridge Education, and ensuring that we reflect the communities we serve.

A copy of Aldridge Education's Equality and Diversity Policy is available on our website at [Aldridge\\_Education\\_Equality\\_and\\_Diversity\\_Policy.pdf](#) ([aldridgeeducation.org](http://aldridgeeducation.org))

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### PERSON SPECIFICATION

	Essential	Desirable
<b>Qualification</b>		
Educated to degree level		✓
Library qualification		✓
Excellent literacy and IT skills	✓	
<b>Experience</b>		
Previous experience of engaging and supporting learners in a school setting		✓
School library / LRC background		✓
<b>Knowledge and Understanding</b>		
Knowledge of library housekeeping systems e.g. Oliver		✓
Using Accelerated Reader		✓
Awareness of current trends / authors / organisations regarding teen publications	✓	
<b>Skills and Attributes</b>		
Ability to establish good working relationships with students and staff	✓	
Good communication skills	✓	
Enthusiasm and a good sense of humour	✓	
<b>Child Protection</b>		
Commitment to form and maintain appropriate relationships and personal boundaries with young people	✓	
Commitment to safeguarding and promoting the welfare of young people	✓	
Understanding of how best to promote the health, safety and well-being of young people	✓	
<b>Personal Qualities</b>		
A passion for reading and literature	✓	
Highly self - motivated and able to motivate and inspire students and staff	✓	

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Enthusiastic and committed	✓	
Excellent interpersonal skills	✓	