



Librarian - Temporary position

Job description

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Responsible to: Assistant Headteacher for Literacy, Curriculum QA and Enrichment.

GRADE: E SCP 6 - 11 £26824 - £28 142 pro rata to term time plus 5 days, 37 hours per week. Actual salary £20 578 - £21 589 per annum.

Hours of Work:

- 37 Hours per week 8.30am - 4.30pm (4pm on Fridays)
- Term time plus 5 days.
- Some flexibility is required to attend occasional evening events (e.g. parents' evenings)

Core Purpose

- To have strategic and operational oversight for all aspects of library provision, ensuring that the library operates effectively in providing the opportunity for pupils and staff to fully use the facility.

Responsibilities

1. **Ensure the library operates effectively on a daily basis** through strategically and operationally leading on all aspects of our library provision; organising resources in ways that benefits users; maintaining systems for classification and cataloguing; assisting pupils and staff in learning of library skills; maintaining library records; providing regular information that is used to evaluate the impact and effectiveness of provision within the library; maintaining the physical library environment; ensuring you keep up to date with new resources, IT and developments in librarianship; being first aid and mental health first aid trained; maintaining stock and chasing up late book returns.
2. **Effectively supervising those who use the library** through being proactive in ensuring those who use the library follow agreed protocols; being a presence in the library during working hours, including break and lunch periods; maintaining a booking system; recording the names, dates and times of pupils who are asked to work in the library by teaching or pastoral staff.

3. **Supporting the promotion of the library and a love of reading** through assisting in promoting the library and resources in the school; producing displays; facilitating visits e.g. authors; championing the library and its value to all stakeholders; liaising effectively with outside agencies e.g. School Library Service; supporting pupil leadership through providing opportunities for pupils to gain work experience in the library.
4. **Assist with reading interventions** through close work with the English, SEND and Achievement teams; undertaking regular one to one or small group reading interventions; monitoring the development of reading skills with an identified cohort of students.
5. **Lead on the administration of the school's Accelerated Reader programme** through working closely with the English Faculty, SENDCO and Reading Lead contributing to the whole-school Reading initiatives as part of ongoing school improvement.
6. **Acting as** an invigilator, scribe or reader during internal and external examination periods; occasional cover for lessons.

Other Duties

- To undertake a break and lunchtime duty each day in the Library

The postholder is also expected to carry out any reasonable request made by the Headteacher or line manager. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

To undertake any other reasonable duties, as determined by the Headteacher commensurate with remuneration.

Organisational Competencies

1. Co-operates and works well with others in pursuit of team goals by sharing information, acknowledging contributions and supporting others. Is willing to undertake some of the duties of other members of Staff during short term absence, providing that the priorities of this job description can still be achieved.
2. Demonstrates a high level of personal integrity by taking responsibility for own actions, and is willing to respond constructively to mistakes or errors of judgement
3. Maintains personal and professional credibility by being consistent, fair and respecting the need for confidentiality.
4. Undertakes any tasks/duties as appropriate to ensure the smooth and efficient running of the school, as identified by the Senior Leadership Team.
5. Carries out duties with full regard to all school policies.

6. Requires and ensures that all information received and disseminated, whether verbal or written is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.