

JOB DESCRIPTION

Job Title:	School Librarian
Grade:	4
Salary:	SCP 13 – SCP 16
Condition of Service:	Support Staff Contract of Employment
Responsible to:	Academy Principal

Statement of Purpose

To work under the direction and instruction of senior staff to provide support on the use of the school library, including the IT facilities.

Support the Library and Resources

- Operate an issue and return of books service.
- Classify, catalogue and process new books and other resources.
- Identify damaged stock and repair existing stock as necessary.
- Withdraw from stock as necessary.
- Arrange stock in an orderly and secure manner.
- Undertake routine administration e.g.
 - identify overdue books and issue notices;
 - issue membership cards and file membership forms.
- Supervise the library during lunch breaks.
- Undertake library displays.
- Promote the library through a range of activities through the year
- Head the selection of new stock.
- Collect data with regard to the library use, number of books borrowed and the use of the library during lessons.
- Liaise with the Head of English to select and order new stock.

Support to Learners and Staff

- Train and supervise volunteer helpers.
- Support staff to use the library when groups are brought to the library during teaching sessions.

- Establish productive working relationships with learners, acting as a role model and setting high expectations.
- Support learners consistently whilst recognising and responding to their individual needs.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.



Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<p>Experience</p> <ul style="list-style-type: none"> • General clerical/administrative work. • Supervisory experience. • Experience of working to support children's learning gained in a relevant environment. 	APP/I
	<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 or equivalent qualification or experience in relevant discipline. • Good numeracy and literacy skills. 	APP/I
	<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Effective use of ICT to support learning. • Ability to use relevant equipment/resources. • Good keyboard skills. • Knowledge or relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Ability to direct other adults. • Good interpersonal skills • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	APP/I
	<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the learners, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. 	APP / I

	<ul style="list-style-type: none"> Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 23/04/2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

