

CARDINAL POLE CATHOLIC SCHOOL
JOB DESCRIPTION

Post: Librarian

Grade: SO1

Working Hours: 35 hours / Term Time only

Job Summary: The School Librarian's key function is the management, development and promotion of the Library within the school to ensure that an effective resource and information service is provided to all pupils, parents and staff.

To manage reading programmes that will engage pupils (and parents) to become lifelong readers.

To plan and implement school policy in relation to the library service to achieve an efficient and developed provision within the school.

To support the work of the school in developing literacy and improving literacy standards.

Responsible to:

Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Principle Responsibilities:

SUPPORT TO SCHOOL

1. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
2. 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.
3. Be aware of, support and ensure equal opportunities for all.
4. Contribute to our Catholic ethos, our work and the overall aims of the school.
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.
8. Assist with pupil needs as appropriate during the school day and in support of study facilities at the end of the day/before school as directed.
9. Consult with the school's Senior Leadership Team on the most effective patterns of use by pupils and staff and general and educational aims and philosophy of the school.

10. Liaise with senior staff in order to produce and keep up-to-date the Library Development Plan as part of the School Improvement Plan.
11. Select, acquire, maintain and promote stock to meet the needs of pupils and staff. Cover the full ability, age and cultural range of pupils and support all subject fields and professional development needs of the teaching staff.
12. Arrange material for effective retrieval including.
13. Guide and assist pupils with appropriate strategies for the selection of information sources to undertake assignments, both from within the school and the wider community.
14. Ensure the effective use of specific resources and ensure the choice of literature meets curricular and leisure needs.
15. Carry out a regular audit of non-fiction books and other resources, making sure that they meet the requirements of the curriculum and reflect the school's Race Equality & Equal Opportunities Policy and children's interests.
16. Select, acquire, organise, promote and maintain book and non-book resources to cover the full age and ability range of the school community; to ensure an equality of opportunity for all pupils and staff
17. Liaise with the Hackney Library Service and other organisations to ensure that appropriate materials are obtained from inter-lending agencies and that full use is made of advisory services and in-service training. This includes visits to local libraries.
18. Maintain links with feeder primary schools, particularly to support a coherent approach to library skills and literacy skills.
19. Manage the library resource budget and the preparation of financial estimates. Lead on the compilation of an annual report to the Headteacher/Governing Body on the library's stock and developmental needs in relation to the library's integral role in supporting the curriculum.
20. Advise on best-value suppliers.
21. Assist in teaching library skills.
22. Line manage a library assistant and/or supervise volunteers/helpers and encourage the contribution of these resources.
23. Participate, with the teaching staff, in the development of language, literacy and information skills programmes, in particular for those areas involving development of bibliographical and information retrieval skills.
24. Attend departmental / Middle Leaders (when required) meetings and liaise with individual teachers.
25. Advise on the availability, suitability and use of printed material and other media.
26. Guide and assist teachers with background information on various aspects of the curriculum and learning resources appropriate to the whole range of courses and personal and professional reading.
27. Assist in the planning layout of new facilities and advise on specialised requirements in furniture, fittings and services.

28. With support, plan and deliver Inset for staff to promote and integrate quality resources as part of the planned curriculum.
29. Aid in the development of Literacy across the school by:
 - setting up reading events to raise the profile of reading;
 - promoting the pleasures of reading and finding ways to engage pupils to read;
 - developing cross-curricular reading;
 - maintaining class reading boxes;
 - developing whole school support resources for staff;
 - developing relevant displays;
 - implementing the library development and plan;
 - working closely with the SEN department and other key practitioners to share and develop resources for teachers;
 - Coordinate the Literacy (Lit) Programme.
30. Organise and run extra-curricular activities for pupils and families.
31. Promote access to the Library and its resources to pupils, staff and parents.
32. Help pupils to use books and information effectively by supporting information and research skills acquisition, particularly through project and group work.
33. Keep up to date with current trends and initiatives and newly released publications in order to select Library resources. Attend courses as appropriate.
34. Liaise with subject postholders about the provision of books and resources.
35. Any other duties which may reasonably be regarded as being within the grade and responsibilities of the post.

GENERAL

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

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PERSON SPECIFICATION

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Grade: SO1

	Essential	Desirable
Qualifications		
Chartered Member of Library Association.		✓
Good general standard of education.	✓	
Specific training in Children's Librarianship.		✓
Experience		
Successful experience of working in a school/children's library.		✓
Successful experience of running a school library covering the same age range of pupils.		✓
Knowledge		
Good understanding of databases	✓	
Knowledge of the curricular needs of all ages, levels and special interest groups, and the personal, social, cultural and recreational needs of all pupils.		✓
Knowledge of available materials in book and non-book format.	✓	
Awareness of ongoing trends and developments in school librarianship.	✓	
Knowledge of how ICT developments can be used in the library.	✓	
Knowledge of facilities offered by school library headquarters and public libraries.	✓	
Knowledge of the organisation and administration aims and objectives of the school.	✓	
Understanding of school budgeting.		✓
Awareness of educational developments which affect the role of the school librarian.	✓	
Knowledge of learning theory and teaching methods.		✓
Knowledge of child/teenage development and behaviour.	✓	
Knowledge of copyright laws.	✓	
Skills		
Ability to work proactively in managing the daily running of the library, use of resources and space.		✓
Ability to prepare library estimates and reports, demonstrating that money allocated has been used to meet objectives.		✓
Ability to manage systems of acquisition, processing, maintaining and repairing stock.		✓

Skills		
Ability to publicise and market the library.		✓
Ability to apply computer technology to routine library procedures.		✓
Ability to liaise with outside agencies to gain information and material.	✓	
Ability to plan and administer systematic information skills	✓	
Ability to organise one's own tasks with minimum supervision and to set and work to agreed targets.	✓	
Ability to communicate effectively with pupils and persons at all levels and to control pupil behaviour in the library.		✓
Ability to supervise student/parent volunteer helpers. Ability to delegate non-professional work where possible.	✓	
Well developed ICT expertise.	✓	
Ability to produce or aid production of instructional or self-instructional materials.	✓	
Ability to assist in the teaching of library skills.		✓
Ability to provide information on the latest research applications and new technology in teaching and learning.		✓