

JOB DESCRIPTION

Position Title:	Library/ Independent Study Supervisor		
Reports to:	SLT Link	Cost Centre:	
Department:	English	Job Code:	
Location:	St Benedict's Catholic High School	Grade:	NJC Scale 4 SCP 7-11

1. JOB PURPOSE:

The School Librarian will be expected to take a highly creative and active role in the management, development and promotion of the wide range of services provided by the School Library in addition to the day-to-day administration. They will work closely with all staff to ensure the library contributes effectively to the delivery of the curriculum and support pupils to develop skills necessary to make effective use of resources.

The School Librarian will be required to keep abreast of new developments in the provision of a school library.

2. ACCOUNTABILITIES:

General:

- To have overall responsibility for the management of the School Library.
- To select, acquire, purchase, organise, advise on and promote learning resources in all formats which support the curriculum and learning and teaching in consultation with school management and other teaching staff.
- To index, catalogue and classify learning resources in the library and maintain accurate and reliable catalogue and lending systems.
- To collaborate with teaching staff in the planning, development, delivery and evaluation of relevant learning and study skills programmes in the library resource centre.
- To open the library at break-time, lunch-time and after school.
- To promote the use of the library to the school community and foster an atmosphere which is conducive to positive learning experiences for users of the service. This will include ensuring a high standard of display and promotional material is available.
- To encourage the active participation of teachers and students in accessing all the facilities and resources available through the library, including project work with Subject Leaders whenever possible.
- To monitor educational materials for use in school in order to identify inappropriate material.
- To promote the library as the major source of fiction within the school through assemblies, registration and other appropriate campaigns.
- To develop and maintain links with external agencies and sources to maximise the use of appropriate materials and information for the library, including Cumbria Library Service.
- To be responsible for the supervision and management of the behaviour of students, in line with the school's Behaviour Policy, and to have responsibility for student health and safety in the Library.
- To manage, develop and organise the school library to ensure access to an effective learning resource and information service, which supports learning and teaching.
- To manage and organise resources, facilities and services provided by the library resource centre to allow flexible access and support for curricular activities, study support and independent use.
- To monitor and evaluate the effectiveness of the service provided by the library and implement changes where necessary.

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- To disseminate information on resources and services through the production of curriculum based bibliographies of school library resources and, where appropriate, organise book events, author visits, book fairs and exhibitions.
- To create and demonstrate a welcoming and 'user friendly' learning environment at all times of the working day in the library.
- To work under the instruction/guidance of English and literacy leaders, to develop and support literacy interventions
- To manage the booking in and out system in the school library.
- Organise and co-ordinate an induction of new pupils in conjunction with SEN staff/teachers in respect of services and resources available.
- Researching and purchasing new texts to keep the library current and reading material exciting.
- Plan and deliver all new and existing reading for pleasure initiatives whole school e.g. World Book Day, BookBuzz, and National Poetry Day.
- To monitor pupils' reading activity and habits to accurately record achievement / rewards according to agreed procedures.

Responsibilities:

Daily:

- To ensure that the library is tidy with all fiction, non-fiction and reference sequences in order and that all returned books are shelved.
- To supervise the loan and return of materials to staff and pupils.
- To keep daily records of use, eg issues, queries and pupil usage during the day.
- To check the receipt of newspapers, periodicals, etc.
- To assist staff and pupils in their use of the library.

Weekly:

- To maintain cumulative records of library stock and issues and send out overdue notices.
- To maintain the physical appearance of the library stock, eg spine labels, date labels and dust jackets.
- To remove outdated notices.
- To monitor Wheeler's online library and update with new titles.

Monthly:

- To arrange monthly displays, relating to fiction and non-fiction materials.
- To check the condition of signage etc, replacing if necessary.
- To order new library stock.

As required:

- To process new library stock.
- To withdraw stock which is of no further use to the library.
- To produce lists of new books by subject area for staff.
- To act as an information source for staff by liaison with School Libraries' Service.
- To participate in primary/secondary school liaison initiatives including the development of transition library sessions in the summer term with pupils from feeder schools.
- To take responsibility for own personal and professional development.

Any other duties commensurate with the post as directed by the Headteacher.

Ethos

Support a distinctive Catholic community ethos that is inclusive and applies the appropriate value, attitudes and practices in all aspects of school life.

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Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Participate in training and other learning activities and performance development as required
- Train and develop other employees, for proper succession planning and risk management.

3. QUALIFICATIONS, EXPERIENCE & SKILLS:

Qualifications and Professional Development	Essential <ul style="list-style-type: none">• 5 GCSEs, Grade 4 and above including English and Maths• NVQ Level 3 in a relevant discipline or experience in supporting learning Desirable <ul style="list-style-type: none">• Training/qualification in the use of library software
Experience	Essential <ul style="list-style-type: none">• Effective use of specialist ICT packages Desirable <ul style="list-style-type: none">• Experience working with young people in a school or similar environment• Full working knowledge of relevant policies/codes of practice/legislation
Job Specific Skills	Essential <ul style="list-style-type: none">• Passion for reading• Excellent verbal and written communication skills• Research skills Desirable <ul style="list-style-type: none">• Experience working in a library, specifically cataloguing and lending books

4. PERSON SPECIFICATION:

As well as a generic job description the post holder will need to have the following personal characteristics:

- Commitment to promoting the Catholic ethos and values of the school and getting the best outcomes for all pupils.
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding and equality.

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5. JOB DIMENSIONS:

Managerial & Supervisory Accountability

- None

Financial Accountability

- None

Number of Staff Supervised:	Direct Reports:	0	Indirect Reports:	0
	Total:	0		

6. APPROVALS:

LINE MANAGER		Name	Megan Williamson
Signature		Date	
HEAD OF SCHOOL		Name	Emma Jackson
Signature		Date	
EMPLOYEE			
Signature		Date	