



Job Description

Position:	Librarian
Responsible To:	Assistant Headteacher/Literacy Coordinator
Responsible For:	N/A
Grade:	SC5
Working Pattern:	32.5 hours per week term time only, 8.15am to 3.15pm Mon-Friday
Disclosure Level:	Enhanced DBS

Core purpose of the post:

To be responsible for the management and promotion of the Library, ensuring that all students and staff have ready access to a broad and relevant range of reading matter, reference materials and research tools in order to support teaching and learning throughout the school.

To support the literacy intervention programme and to encourage reading for pleasure.

To run Library Helpers and Oldfield Book Club.

To maintain a visually welcoming and engaging library for all Oldfield students and staff to access.

Duties and responsibilities attached to this post are as follows:

Main Library

1. Encourage students and staff in using the Library through implementing a range of Library based activities.
2. Support teaching staff during library lessons.
3. Support identified students during library lessons
4. Support the School's Literacy Coordinator in the implementation of reading programmes across the school.
5. Creating a climate to promote and support reading for pleasure across the school.
6. Supervise students using the library, ensuring a quiet and orderly atmosphere in which students can work productively, when appropriate.
7. Supervise Year 11 students using the library during the examination period.
8. Preparation of up-to-date displays and upkeep of the Library environment.
9. Managing the issues and returning of the library books, ensuring suitable resources are procured or obtained to support the teaching and learning curriculum.
10. Shelving stock and keeping the Library in good order and withdrawing stock as necessary.

11. Cataloguing of new material to the Library collection and processing new material so that it is ready for shelving.
12. Managing the Library lending system and supporting its use by students.
13. Running the overdue system.
14. Help Library users to find material to meet their needs.
15. Support the organisation of visits to the Library from visiting authors and the celebration of World Book Day, etc.
16. Monitor the Library budget.

General

1. To undertake exam invigilation as required.
2. To actively support the vision, ethos and policies of the School
3. To promote and safeguard the welfare of children you come into contact with
4. To carry out other duties as are required and as are commensurate with the grade of the post.
5. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

Person Specification

Essential / Desirable (D)

Qualifications

Librarian qualification (D)
A Levels

Skills and Experience

Experience of working within a library and or / learning resource environment
Good IT skills, notably using databases
Evidence of effective user service skills

Personal qualities

Good time management
Ability to deal with conflicting priorities, and work to deadlines
Initiative and able to work independently
Very good interpersonal skills with a strong student focus
Ability to welcome all students and make everyone feel welcome