



## KANTOR KING SOLOMON HIGH SCHOOL

### JOB DESCRIPTION – Librarian

Scale Point: LBR 6

Hours of work: 36 hours per week, 44.26 weeks of the year

**Responsible to:** Office Manager

**Purpose of Job:**

- To manage, develop and promote the library within the school to ensure that an effective resource and information service is provided to all students and staff
- To be responsible for Homework Club

**Main duties and responsibilities:**

**1. Supporting Students**

- a. To supervise and oversee study in the school library
- b. To register and provide induction to new students, as required
- c. To work with individual students and small groups in their selection of books to match their interests and abilities
- d. To implement and deliver the school's information skills and Accelerated Reader Literacy programme
- e. To lead and supervise Homework Club after school on a daily basis

**2. Supporting the Curriculum**

- a. To work with Heads of Departments and the Literacy coordinator to ensure the library supports their schemes of work with appropriate resources
- b. To encourage reading and the use of the library as an essential part of the wider curriculum
- c. To encourage the use of the school library as an integral part of the school

**3. Stock/Resources Management**

- a. To manage the existing book stock and equipment, ensuring resources are kept in a good condition and good order on the shelves
- b. To select new stock and equipment which will support the curriculum and promote the literacy strategy of the school when funds allow
- c. To maintain computer records, including an appropriate system to manage loans and returns
- d. To train and supervise a team of student librarians
- e. To work with the IT support team to ensure the IT facilities in the library are properly maintained

**4. Promoting the Library**

- a. In conjunction with other members of staff, draw up and implement a policy for the library which reflects the educational aims and objectives of the school and regularly monitor its effectiveness
- b. To promote the use of the school library as a source of leisure activity and a more formal study tool
- c. To create and maintain a quiet and productive atmosphere for study and learning
- d. To work with Heads of Departments to create high quality displays for the library
- e. To promote the use of the school library and encourage a love of literacy through competitions, reading groups and national events such as World Book Day etc.

To undertake any other duties commensurate with this grade which may be required.

**Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Redbridge. All employees are expected to understand and promote equality and diversity in the course of their work

**Safeguarding Children**

This school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Senior Leadership Team.

Name:

Signature:

Date:

This Job Description will be reviewed annually.

