

Job Description

Job title	School Librarian	Grade	Competitive
School	Valentines High School		
Reports to	Head of English		

Main duties and responsibilities

Job Purpose

To contribute to the whole-school drive to improve literacy through:

- Enthusiasing students have a love of reading, through the use of the library and across the school.
- Developing the library and the resources.

The Library serves all students and staff. It plays a key part in the provision of an effective information and resource service to students. Subject to budget authorisation, the Librarian has sole responsibility for the successful running of the library, including physical environment, resources and creation of Library systems and procedures.

Responsibilities

- To maintain a safe and stimulating environment conducive of purposeful study, activities and leisure.
- To take a lead role in developing the use of Accelerated Reader (Renaissance Learning) including working with students in AR lessons and at other times, star testing, advising students about levels and books, upgrading the number of books available for AR and the reward system in place for AR, in collaboration with the English Department.
- Work with the leadership group to produce a strategy for future development of the library as a learning resource.
- In collaboration with the Director of English & Literacy/ Deputy Head to develop the work of the Library to ensure that there are relevant and adequate resources to support students in the development of literacy skills and independent study at all levels.
- To work with the Director of English & Literacy/ Deputy Head to develop cross-curricular activities that promotes reading for all students.
- To develop the Library in such a way that it supports and promotes study skills throughout the curriculum and all key stages.
- To advise teaching staff on the availability, suitability and use of resources, develop and contribute to schemes that improve levels of literacy and guide and assist students with the appropriate strategies for the selection of information sources.
- To train and manage a team of students to support the running of the Library.
- To promote reading for pleasure through accelerated reading and high quality displays.
- To provide lunchtime and after school clubs and activities to promote a passion for reading in all students including niche groups
- To work with the IT team to develop use of the school's Intranet for library services and to promote the library
- To engage parents in promoting reading for pleasure with their children
- Arrange visits from external publishers, authors, illustrators, actors etc. to raise the profile of reading for please and to promote the school within the local community.
- To run termly sessions for parents and carers to support and encourage them in developing basic skills and independent learning in their children
- To work alongside the Head of English to plan and deliver library lessons across KS3 that, engage learners to develop their reading and research skills.
- To work with small groups of reluctant readers or identified niche groups to promote reading for pleasure and guidance on selection of books.

- On an annual basis, create for submission to SLT and the Governors, the annual report for the library to include (but not limited to) year's initiatives, student usage and expenditure

Management

- To write an action plan which ties into the whole school development plan and measure its success.
- To manage Library budget.
- To survey students reading habits to understand and provide for their needs.
- To manage all stock to ensure it is relevant, up to date and fit for purpose
- To analyse reading data such as borrowing figures and reading ages to inform future planning and identify niche groups of students for intervention.
- To provide and after school homework and study facility.
- To develop an effective induction programme for Y7 students and those individuals joining the school during the course of the year.
- To develop up to date reading lists and book recommendations for students across all key stages.
- To manage the computerised issue system, including the training of students to operate the system.
- To manage and maintain the Library to ensure good access and availability for all students and staff to all information held in the Library.
- To report any environment defects to the Business Manager.
- To supervise groups of students in the library at all times, including lunchtimes.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake other professional duties that may be reasonably assigned to them by the Headteacher
- To seek best value through purchasing and regularly review working practices to ensure value for money.

General

- To attend meeting relating to teaching and learning in the curriculum.
- To be proactive and positive in developing the library as a stimulating, safe and exciting environment that promotes a love of reading for all.
- To participate in the schools appraisal management process.
- To attend all training courses / INSET as directed by your line manager.
- To play an active part in the life of the school, sharing the aims and objectives of the school.
- To carry out other duties as are required and as are commensurate with the grade of this post.

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed by.....

Date.....