**BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

**Job Title:** School Librarian

**Grade:** NJC Level 4E (point range 17-22)

**Hours:** 37 hours per week, term time only, plus 5 training days, plus 1 week

**Responsible to:** Deputy Headteacher with responsibility for the Curriculum

**Job Purpose:**

The School Librarian manages and operates a major learning environment used by the whole school community. The School Librarian is responsible for the acquisition, organisation, dissemination and exploitation of resources appropriate to the learning needs of the full age and ability range within the school.

**MAIN DUTIES AND RESPONSIBILITIES**

* Advise senior management and other colleagues on policies for the provision of learning resources across the curriculum. Support the educational aims and objectives of the school and monitor the effectiveness of the learning resource centre’s contribution to learning and teaching.
* Mediate between learners and resources to enable learners to identify, locate and access the information they need.
* Lead the teaching of transferable information, learning and knowledge access skills which are the core skills of independent lifelong learning.
* Manage and promote a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them.
* Promote the development of reading and literacy skills for information and recreation and take a lead in creating a whole-school environment which encourages reading for pleasure.
* Manage a study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces.
* Enable teaching staff to maintain a high level of awareness of professional development and relevant resources through the provision of appropriate professional materials and information.
* Participate in school wide improvement through attending the regular cycle of meetings with senior staff.
* Collaborate with feeder schools to support transition between Primary/Secondary School.
* Work with FE institutions to develop information literacy strategies to support 14-19 vocational learning.
* Work with IAG Co-ordinator to provide personal and social information for members of the school community.
* Involve the school library in home-school liaison projects that develop and support family learning.
* Support the engagement of parents/carers in their children’s learning and curriculum needs.
* Ensure that the library supports all aspects of every student’s development through a student centred approach that supports the PSHE and Equality curriculum by providing positive images for self-esteem.

**GENERAL**

* To be aware of and comply with policies and procedures relating to child protection and safeguarding, including PREVENT, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
* Anything else that the Headteacher might reasonably request or is required to ensure the job is completed.

**PERSON SPECIFICATION**

**LIBRARIAN**

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| **Attributes** | **Essential** | **Desirable** |
| **Education/****Qualifications** | * Educated to GCSE level with Maths & English at Grades 9-4 (A\*-C), or equivalent.
 | * Educated to degree level
* Educated to level 3/A Level
* Chartered member of CILIP
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| **Experience** | * Experience relevant to the main duties and responsibilities of the post.
 | * Be familiar with a Library Management System (LMS), library classification and organisation schemes.
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| **Skills/****Knowledge/****Aptitude** | * Be an enthusiastic team player with the ability to adapt to a variety of situations.
* Have the necessary interpersonal skills to support students and collaborate with colleagues.
* Be highly organised with strong IT skills in the use of data bases and the ability to produce user friendly data
* Ability to cope with conflicting demands, deadlines and interruptions.
* Ability to maintain confidentiality at all times.
* Ability to work as part of a team and to use initiative when required.
 | * Understanding of the UK educational system and National Curriculum
* Ability to maintain discipline in a classroom situation.
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| **Motivation** | * Engaged with the School's ethos, thinking creatively and reflectively.
* Encourage a love for reading to our students and engage them in activities that promote the library, wider reading and the students’ own acquisition of knowledge
* Willingness to be flexible.
* Willingness to undertake further training as appropriate.
* Ability to work on own initiative.
 | * Interested in professional development relevant to the post
* Ability to inspire young people
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| **Other** | * Commitment to safeguard and promote the welfare of children and young people
 | * Current first aid certificate.
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