



JOB DESCRIPTION

Librarian

Responsible to: The Headteacher

Primary purpose: To plan and implement the school's library policy in consultation with the Headteacher, governors and staff, and in conjunction with the overall School Development Plan.

The postholder will:

1. *Support the school by*
 - a) Managing, maintaining and promoting the school library and teacher resources.
2. *Support the teaching staff by*
 - a) Identifying and buying quality resources for the school library and classroom libraries to deliver the National Curriculum and primary strategies and support equality and diversity issues
 - b) Assisting in the delivery of information skills and information literacy teaching in the school.
3. *Support children's learning by*
 - a) Promoting enjoyment of, and excitement about reading to all children
 - b) Establishing skills for independent learning.

Duties and responsibilities

1. Develop and promote the role of the library in the school with an active engagement in diversity and equality issues.
2. Promote the effective and efficient use of the library and library resources
3. Work with teaching staff (in particular the Literacy Curriculum Leader) to take a strategic approach to cultivating a love of reading in children.
4. Manage the school library and library resources throughout the school
5. Select, acquire, maintain and withdraw library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues.
6. Organise, catalogue and classify library resources, both electronic and print-based.
7. Make the library attractive and accessible to all children and staff, including displays, guiding and publicity materials
8. Keep the headteacher, school governors and parents informed about the needs and development of the library and information service in the school

Person Specification

Knowledge

9. Knowledge of children's literature and children's resources to support the curriculum
10. Knowledge and understanding of library and information skills.
11. Knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources
12. Knowledge of and commitment to equalities and diversity issues in the provision of library services
13. Knowledge of how ICT can be used to support reading development
14. Awareness of child development and the role of reading in the educational development of the child

Qualifications & Experience

15. Substantial library experience, or experience of working with schools or with children.

Skills

16. Ability and courage to innovate
17. Ability to think strategically and creatively, as well as having an eye for detail.
18. Excellent communication skills, and the ability to adapt to very different audiences
19. Ability to use library management systems and other ICT software
20. Ability to assume responsibility for your own work, devise your own work schedule and set appropriate targets and achieve them.

Other

21. A DBS enhanced disclosure