



The  
Henrietta Barnett  
School

## School Librarian

Term Time only (36 hours per week – 39 weeks per year)

### Job Description

#### Job Purpose

- Responsible for the management, development and for promoting the Library, to ensure that all students and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate independent learning, and encourage reading for pleasure.
- Responsible for supervising students in the library and dealing with their enquiries; maintaining order and an atmosphere conducive to quiet study
- Responsible for organising and maintaining the school archives, in order to support school personnel/events, alumnae, enquiries by providing relevant materials as and when required.
- Contribute to the general administrative processes of the school, as required.

**Accountable to:** The Deputy Head

**Hours of Work:** 36 hours per week, which will generally be from 9am to 5pm (9am to 4pm on Fridays) with 45 minutes for lunch.

Term time only: 39 weeks per year.

#### **Accountabilities: Policy / Strategic Direction and Development:**

- Assist the Senior Team in developing and implementing a policy for the resourcing, management and use of the library and/or other learning resource centre to ensure that they effectively support teaching and learning throughout the school.
- Keep the policy under review to ensure that it meets the developing needs of the school community, and make recommendations for change and innovation as necessary.

#### **Teaching and Learning:**

- In accordance with agreed policy and financial guidelines, manage and organise resources, facilities and services provided to allow flexible access and support for curricular and extra-curricular activities, study support, independent and recreational use.

- In accordance with agreed policy and financial guidelines, and in consultation with teaching staff, research, select, acquire, organise and advise on learning resources in all formats to support the curriculum, and teaching and learning in general.
- Collaborate with teaching staff in the planning, development and delivery of relevant learning and study skills programmes to equip students to make effective use of the learning resources available.
- Work with individual departments to develop subject-specific teaching and learning resources both within the Library and across the school.
- Support individual students to make effective use of the learning resources available and support and monitor pupils independently studying in the library (including after school until 5pm).
- Encourage the active participation of students and teachers in accessing the full range of facilities available through the library/learning resource centre, in order to maximise their learning opportunities, and encourage reading for pleasure.
- Develop students' techniques in retrieving information utilising the resources supplied by the library/resource centres.
- Provide guidance, where appropriate, in the use of ICT applications and other library resource services to ensure that users can make full use of the facilities available.
- Be responsible for students remaining in the library until 5pm, including contacting parents if necessary.
- Maintain an atmosphere conducive to study and learning within the library
- Oversee individual students, and occasional classes of students in the library, as requested.

#### **Management of Resources:**

- Ensure that resources are maximised, that value for money is obtained, and that overspending does not occur.
- Index, catalogue and classify learning resources and develop and maintain accurate and reliable catalogue and lending systems, to facilitate accessibility, use and control of stock.
- Contribute to the development and promotion of relevant ICT applications in the library/resource centre to support learning.
- Ensure that the law of copyright is observed and that appropriate licences are in place to minimise risk of claims against the school.

- Ensure that appropriate measures are in place to keep the library/resource centre secure and to minimise risk of loss of resources and equipment.
- Organise and maintain the school archives, developing an index/catalogue/database of items which will facilitate easy retrieval of archive material about the school and past members of its community. Continually add to the archives over time and provide assistance when information retrieval is requested.

### **Marketing and External Links**

- Promote the use of the library/resource centre to the school community and foster an attractive atmosphere and environment which is conducive to a positive learning experience for users.
- Develop and maintain links with external agencies to maximise the availability of appropriate materials and information, including public libraries, museums, local HE and FE institutions, community information services etc.
- Ensure that the library/resource centre presents an attractive and exciting image to visitors, in particular potential students and their parents.

### **Pastoral Care:**

- Ensure that appropriate standards of student discipline are maintained in the Library/Resource Centre, including at after school times.
- Maintain awareness of students' special needs and operate within the SEN policy framework of the school. Liaise with the Well-being and Operations Manager and Heads of Key Stage to ensure pupils on individual learning plans are appropriately supported and monitored.

### **Training**

- Take responsibility for personal professional development and to keep up to date with new approaches, facilities and technologies relevant to learning resources.
- Maintain a high level of awareness of current children's literature and developments in education and librarianship in order to ensure that the library provides an up to date service to its users.

### **Monitoring, Evaluation & Assessment:**

- Monitor and evaluate the effectiveness of the services provided by the library/learning resource centre to ensure that it is meeting the needs of the school community.

**Review and Amendment:** This job description should be seen as enabling rather than restrictive and will be subject to regular review.

## Person Specification: School Librarian

### Skills Required

Excellent written and spoken English	Essential
ICT competence at a level to meet the demands of the job	Essential
Proven high level of organisational skills	Essential
Ability to communicate effectively with all members of the school community	Essential
Information retrieval skills	Essential

### Knowledge Base

Knowledge and love of children's literature	Essential
Awareness of school curriculum	Desirable
Knowledge of library management system, Oliver	Desirable

### Qualifications/Attainment

Chartered Librarian (MCLIP or equivalent)	Desirable
Education to Degree Level or equivalent	Desirable

### Experience

Post qualification experience in a library	Desirable
Post qualification experience in a school library/resource centre or similar environment	Desirable

### Attitude/Approach

Self-motivated and able to work under own direction	Essential
Proactive and imaginative in approach to provision and promotion of library/resource centre services	Essential
Ability to liaise confidently with teaching staff and other professionals	Essential
Ability to work with young people	Essential
Ability to be assertive when required	Essential

Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	Essential
A team player, willing to contribute to the wider needs of the school, as requested	Essential
Commitment to safeguarding and promoting the welfare of children and young people	Essential

### Salary

According to experience and qualifications, this is likely to be in the range of £20,000-£24,000 (full-time equivalent) which equates to £18,000 - £22,000 (pro-rata actual).