



WILMINGTON
GRAMMAR SCHOOL FOR BOYS

Job Description

Role:	Librarian Start Date: 01 September 2024
Grade/Salary:	G7 Point 20 - 25, Actual Salary (FTE £23,610pa - £27,164pa).
Responsible to:	Assistant Headteacher, Teaching and Learning
Working Hours:	5 days per week 8am – 4pm (except 3:30pm finish on Wednesday) Term Time + 5 inset days + 5 additional days as agreed by Line Manager (40 weeks)

Job Purpose

To work within our library providing support to students and teaching staff. The librarian is responsible for the acquisition, organisation, dissemination and effective use of resources appropriate to the learning needs of our students.

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 Library'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.
- To supervise and cover classes during instances of high staff absence.

General Duties:

- Contribute whole-heartedly to the organisation and running of enrichment activities and to the wider aspects of school life, drawing on your own interests and enthusiasm.
- Understand and comply with the school's Safeguarding Policy and its requirements to safeguard and protect the welfare of students.
- Work collaboratively with the whole staff team to play a part in delivering the school's ethos and culture.
- Be willing to occasionally visit other local schools within the MAT to share good practices and resources.

Person Specification

		Essential	Desirable
Knowledge & Experience	Experience of working in a library or similar environment	X	
	Ability to work to tight deadlines and be flexible in supporting other staff.	X	
	Keen interest and passion for the education of young people and the ability to contribute more widely to the life and community of the school	X	
	Ability to work effectively as part of a team.	X	
	Good interpersonal skills.	X	
	Ability to communicate well with students	X	
	Ability to organise own time to ensure that resources are available when required	X	
	Experience working in a school environment		X
Qualifications & Experience	5 GCSEs including Science, Maths and English	X	
	Have an awareness/knowledge of Health and Safety at work	X	
	Degree level in English		X
Skills & Ability	Accuracy, attention to detail and ability to meet deadlines.	X	
	Excellent communicator	X	
	An ability to work under pressure with strong time management skills.	X	
	Excellent organisation and ability to plan ahead.	X	
	Able to work on tasks simultaneously.	X	
Personal Characteristics	Love of Books	X	
	Understanding of reading levels	X	
	Able to encourage reluctant readers and challenge able readers	X	
	Flexible	X	
	Diplomatic	X	
	Professional / Team Player	X	
	Enjoy working with young adults and have a positive approach	X	

The duties are neither exclusive nor exhaustive and the postholder may be required by the Assistant Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Application process:

Applications will be processed as they arrive, with interviews following shortly after.

We reserve the right to close the application process early.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.
All offers of employment are subject to an Enhanced DBS check.***