



Woolwich Polytechnic  
School for Boys



### Job description: School Librarian

#### **Purpose of the Position:**

Leading the day to day operations of the library and administering, promoting and maintaining a stimulating and welcoming environment in the school library. To contribute to the provision of a high standard of service to meet the needs of pupils and staff and the whole school community. As Woolwich Polytechnic School for Boys emphasises the importance of developing the independent learning skills of our students, the librarian's role is increasingly one of imparting information literacy and research skills alongside the day-to-day running of the library.

#### **Departmental Information**

The Library is at the heart of the school and should support teaching and learning, inspire a love of reading and facilitate independent learning and research skills in all students.

#### **Main Tasks and Responsibilities:**

- To support staff and students in the use of the library resources
- To support the school's literacy programme
- To assist with research skills and project-based work in the library for all ages of pupils and liaise with teaching staff to develop this
- To assist with staff and pupil induction sessions.
- To help process and organise materials for loan (cataloguing)
- Day to day administration including assisting with pupil and staff registration as library users
- To assist with displays, promotional events, author visits and competitions.
- To supervise and assist pupils using the library and in developing independent research skills.
- Managing stock selection
- To supervise the library
- Assist with running extracurricular reading activities
- To liaise with academic departments over subject specific book stock, book lists and recommendations.
- Help to maintain an appropriate working environment in the Library
- To provide tours and information about the library to visitors, parents and on Visitors' Days.
- To support the Library Assistants (pupils) and assist with their training
- To progress and develop in the role through participation in any training, coaching and support offered in conjunction with the role.
- To attend training sessions as and when required to ensure compliance with Health and Safety, Child Protection, School Policies and procedures or other training programmes as directed.
- To participate in professional development activities and professional networks

<b>Desirable Experience:</b>
<ul style="list-style-type: none"> <li>• Experience of working in a library preferably a school library</li> <li>• Experience of working with teenagers</li> <li>• Knowledge of literacy strategies</li> <li>• Experience of running research/information literacy sessions for school pupils</li> <li>• Knowledge of Access-IT Library Management software (training will be given)</li> <li>• A love for reading</li> </ul>
<b>Knowledge &amp; Experience:</b>
<ul style="list-style-type: none"> <li>• Knowledge of <i>and enthusiasm for children's and young people's literature</i></li> <li>• Understanding of <i>the needs of students and staff in a school setting for research support and reading for enjoyment.</i></li> </ul>
<b>Skills and Special Aptitudes:</b>
<ul style="list-style-type: none"> <li>• Good ICT skills essential, in particular Excel</li> <li>• Excellent communicator, able to communicate at all levels</li> <li>• Literate and numerate</li> <li>• Organised and able to prioritise workload</li> </ul>
<b>Disposition and Personal Qualities:</b>
<ul style="list-style-type: none"> <li>• A good communicator and team worker</li> <li>• Able to work to deadlines and calm under pressure</li> <li>• Proactive, well organised, confident, self-motivated and reliable</li> <li>• Excellent customer service skills and an ability to work sympathetically with all library users</li> <li>• Confidence in working with students aged 11 -18 and ability to deliver information literacy and research skills sessions to them.</li> <li>• Enthusiasm for learning new skills</li> <li>• Patience</li> <li>• Impartiality of judgement</li> <li>• Self-reliance and self-motivation</li> <li>• Be adaptable and flexible with working patterns when required</li> <li>• Discreet and able to maintain confidentiality</li> <li>• Friendly and approachable</li> </ul>

***PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.***

***All shortlisted candidates will be subject to a social media check in line with the new Keeping Children Safe in Education (KCSIE) 2022 legislation.***