

School Librarian Job Description



Purpose of the Job

To assist in the planning, organisation and running of a school library, which supports the whole school curriculum. To collaborate with Teachers, students and other stakeholders to promote information literacy, support curriculum needs, and foster a culture of reading and learning within the school.

Key Job Outcomes

1. Oversee the day-to-day operations of the school library, including cataloguing, classifying and maintaining an organised collection of books, periodicals, multimedia and other educational materials. Develop and implement library policies and procedures, including circulation and collection development.
2. To organise the school library in such a way as to integrate teachers' use with the planned delivery of the curriculum. Meeting with teachers to plan their use of the school library. Receiving instructions from the Senior Leader for Literacy for the purchase of appropriate books and other resources.
3. To provide assistance for students in developing the skills necessary, in using the school library efficiently as a research and recreational resource. The display and issue of books and other learning materials. Access to, and searches for, information through computerised connections. Organising the efficient storage of resources.
4. To work with the Literacy Lead to plan and manage the budget allocated to the library to ensure value for money in the purchase of books, learning materials and multimedia resources, the purchase of stationery and resources to support the administrative function of the library.
5. Stay current with emerging technologies and trends in library science and educational technology tools and resources to enhance library services, such as online databases, e-books, and digital resources. Provide technical support and training to students and faculties in using library technology resources.
6. Promote a culture of reading and lifelong learning by providing reader advisory services, recommending age-appropriate and culturally relevant materials, organising book displays, and conducting book talks and reading programmes to engage students and encourage reading for pleasure.
7. To coordinate the implementation of the school Health and Safety policy to achieve a safe working environment.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Work Profile:

- Be aware of and comply with policies and procedures relating to Safeguarding, health & safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position
- Attend relevant meetings
- To maintain confidentiality
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.
- Work cooperatively and collaboratively with all colleagues
- To be computer literate and proficient in Microsoft Office, e.g. Word, Excel, Outlook
- To have a professional and sensitive approach.

Generic Responsibilities of all Trust Employees:

- To exemplify and uphold the Trust's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- To follow Trust policies
- To work in a co-operative and polite manner with all stakeholders.
- To follow the child protection procedures and ensure that children's safety and wellbeing is never compromised
- To be polite, cooperative, and positive when communicating to other staff