



**REDBORNE SCHOOL AND COMMUNITY COLLEGE
JOB DESCRIPTION**

JOB TITLE:	School Librarian
HOURS:	37 Hours Term Time Only plus 5 training days Monday-Thursday 8.00am - 4.00pm Friday 8.00am – 3.30pm 30 minutes for lunch
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	Reading Coordinator
RESPONSIBLE FOR:	Supervision of the Library
JOB PURPOSE:	To be responsible for the acquisition and control of library materials and the development of the library as a learning resources' centre in accordance with the demands of the school's Curriculum and educational policy. To be responsible for school library resources, ensuring that staff and students are fully aware of the services and resources available to them and the potential of the library as a centre for learning. To be responsible for teaching information retrieval and information handling skills in all areas of the curriculum as the need arises and as opportunities occur.

MAIN DUTIES AND RESPONSIBILITIES:

1. To manage the library budget, including funds allocated for purchase of library materials, equipment, furniture and the development of information services from school funds and other sources.
2. To select and purchase school library resources in all appropriate formats, in consultation with Heads of Department and teaching staff, utilising the appropriate range of suppliers.
3. To organise the cataloguing, classifying and indexing of the library's resources, using the computerised library system so as to ensure that access to and retrieval of material and information is as efficient as possible.
4. To manage the day to day organisation of the Department, including the supervision of routine clerical duties, such as filing, shelving, data input, issuing and recovery systems. To provide training as necessary for staff and helpers involved in running the library.

5. To develop resources provision and information services in consultation with teaching staff and advisers, the provision of information services using the appropriate technology, to support the curriculum and individual's information needs. To provide information for teaching staff on matters pertaining to library support for the school's curriculum. To contribute as Head of Department at relevant staff meetings, briefings and Library Committee.
6. To provide programmes for library induction for staff and students.
7. To develop, in co-operation with Departments, strategies for developing students' skills in using library and information resources, including monitoring students' use of computers and the internet.
8. To encourage reading and use of the library as an essential part of the wider curriculum, particularly bearing in mind that many school students will not be regular users of the public library.
9. To supervise student use of the library monitoring discipline and liaising with sixth form staff.
10. To undertake in-service training, school based CPD and work with colleagues both in school and externally on co-operative projects as may arise.
11. To provide a link between the school library, County Library support services to schools and other information providers to ensure that there is an effective network for the supply of materials to meet demands.
12. To provide an evaluation of library resources and use to the line manager.

OTHER DUTIES AND RESPONSIBILITIES

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to 'Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.