

Job Description

Establishment: Outwood Academy Newbold

Post Title: Librarian

Grade: DNJC016

Reporting to: Business Manager

Overall purpose of the post

Manage and develop the Learning Resource Centre (LRC) in line with the School Development Plan

To support teaching and learning within curriculum departments through students use of the LRC and the provision of resources

Responsibilities and accountabilities

1. Organisation and Management of the LRC:

- development planning and policy making
- establish effective systems - classifying, cataloguing, indexing, loans
- maintain stock in good order
- to make the LRC attractive and accessible to pupils and staff, including the provision of displays, guiding and publicity materials

2. Ensure the library is an effective support to the curriculum:

- have an overview of the whole curriculum
- liaison with all departments
- selection and management of resource materials
- compiling indexes, bibliographical information and resource packs for use by pupils and staff
- make effective use of ICT to support pupils' learning
- to research resources for curriculum use as directed by teaching staff.

3. Development of library and information skills:

- induction for new pupils and staff
- development and delivery of information skills programmes in partnership with teaching staff
- reinforce skills through assistance on an individual basis.
- support the development of literacy across the curriculum
- to help and encourage students to use both electronic and written resources.

4. Manage the use of the library by classes, groups and individuals, and maintain discipline.
5. Promote reading for pleasure.
6. Provide links with external resource providers and sources of information.
7. Be the school co-ordinator of reading intervention strategies and support these fully through the use of the LRC e.g. Reading Recovery, Miskin
8. Publicise and promote the library's services.
9. Maintain an awareness of current developments in librarianship, education and children's literature.
10. Ensure maximum use is made of ICT within the LRC, and to maintain an awareness of relevant ICT developments in education
11. Participate in appropriate training courses.
12. Support the development and implementation of programmes of support for students in the school where applicable.
13. Maintain the Library management system and the loan of resources.
14. Advise budget holders on the selection and purchase of stock.
15. Produce a Library development in which objectives and priorities for service and development are identified.
17. Organising visits to the LRC for other local schools and colleges to encourage reading skills and promote easy transition from Year 6 to 7 for under confident readers.
18. Liaison with Book representatives to review new publications and recommend to budget holders as appropriate.
19. Maintaining clubs to promote the Library for student enjoyment.
20. Working with low-ability pupils through the Lexia Reading programme to develop reading.
24. Leading 'Reading Matters' to develop reading with parents and carers, and organise family workshops and community learning session to develop reading techniques.
25. To comply with the school's Child Safeguarding Procedures, including regular liaison with the school's Designated Child Safeguarding Person over any safeguarding issues or concerns;
29. To comply with the school policies and procedures at all times.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External Contractors, suppliers, parents and external agency professionals.

Internal Students, staff, Governors, parents and any other visitors to the school.

This job description may be subject to change, following consultation between the post holder and the school.