

JOB DESCRIPTION: Lead Librarian

The following job description is for the guidance of candidates as to the requirements of the post.

PURPOSE:	To lead and manage the school's Learning Resource Centre as a vibrant hub of literacy and learning at the heart of the school. The Librarian is responsible for acquiring, organising and promoting the use of resources appropriate to the learning needs of the full age and ability range within the school.
RESPONSIBLE TO:	A member of the English Faculty
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC28-31 pro rata
WORKING TIME:	20 hours per week, term time only plus training days (40 weeks per year)

Overall Accountability for:

- Promoting the LRC as an integral and vital part of the school
- The provision of appropriate, relevant and differentiated resources which allow for progression within and across key stages across subject areas
- The successful support of the curriculum in a whole school context
- Providing a vibrant environment which promotes a love of reading, learning and enquiry

Main (core) duties:

- Keep up to date with new books and authors to ensure that the LRC remains an inspiring and dynamic resource
- Manage, promote and identify a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them
- Manage the LRC budget efficiently to ensure that resources are maximised and to minimise any loss or damage
- Mediate between users and resources to enable staff and students to identify, locate and access the information they need
- Assist in the teaching of information literacy, including the delivery of LRC induction lessons
- Line manage LRC staff, providing or facilitating career development and training in the successful running of an LRC, and being responsible for carrying out their performance management reviews and regular line management meetings.
- Prepare an annual LRC Development Plan in line with school priorities and to develop an action plan based on this
- Monitor and evaluate LRC borrowing rates reporting back through faculty line management
- Maintain a calendar of LRC related events

- 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.
- Support teaching staff in maintaining professional awareness through the provision of appropriate materials and information
- Collaborate with external agencies and organisations
- Support the engagement of parents in their children’s learning and curriculum needs
- Co-ordinate and maintain a team of student LRC helpers/prefects
- Run a home learning club after school from Monday to Friday, in collaboration with Librarian Assistants.
- Liaise with the Director of the PSRP to ensure the successful inclusion of the PSRP students in the LRC.

Additional Duties:

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- Maintain a visible, professional and high profile within the school.

Other Duties:

- To continue personal development and to engage actively in the performance review process
- To undertake other duties as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Lead Librarian

Essential

- Qualified in Librarianship or information management
- Passionate about literature
- Enthusiastic about working with young people
- ICT literate in Library software systems
- Good written and verbal skills
- Able to work in an efficient, organised and methodical way, remaining calm under pressure
- Keen to build positive relationships with colleagues and students
- Energetic and enthusiastic with a 'can do' approach
- Excellent attendance and punctuality record

Desirable

- Experience working in a school setting (preferable)
- Enthusiastic about and aware of children's and young adult literature
- Aware of current developments in library/resource centre management
- Aware of school curriculum
- Experience managing a team