



**MEADOW PARK
SCHOOL**



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Librarian	Salary: Grade 4
Location:	Meadow Park School	Hours of work: 37 per week TTO plus 1 week

Job Purpose

To lead and co-ordinate the management of the Library in the context of Meadow Park Strategic Framework.

Duties and Responsibilities

- Maintain discipline in, and appropriate use of, the Library by students at all times and create a calm, quiet working ambience in the Library
- Promote and encourage the use of the Library by all students, including providing opportunities for students to access and use the Library and its resources throughout the school day, such as: before / after school; break times; and lunch times
- Contribute to the development of teaching and learning by:
 - Advising teachers on and choosing suitable resources to support the current and changing curriculum
 - Planning, writing materials for and delivering classes to students including induction, using the Library catalogue, promoting reading for pleasure
 - Ensuring students can effectively use Library resources and facilities with confidence
 - Ensuring subject book boxes are provided for classroom use by teachers
 - Liaise with English staff to support the use of Accelerated Reader, including support in library lessons, hearing students read and producing displays and managing data to support intervention
- Promote the Library and the importance of reading for pleasure to staff and students across the school by:
 - Ensuring Library displays are current and vibrant
 - Managing the Library webpage and twitter account
 - Assisting with the promotion of reading in assemblies
 - Liaising with local Schools Library Service (SLS) and other similar organisations to take advantage of author event opportunities by planning trips and/or hosting events
 - Attending Reading Updates and School Librarian Forums at SLS



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- Engaging with a range of external links to provide opportunities for students to meet a range of professionals, take part in events, and visits
- Keep up to date and take part in any relevant Accelerated Reader training
- Liaise with colleagues across the Trust such as with other Library staff
- Ensuring literacy book boxes are provided for tutor groups
- Undertake sound financial management and administration of the Library budget in liaison with the post's line manager
- Manage the use of the computerised library management system in order to issue and return library items and for any other administrative purposes, e.g. statistical reports, cataloguing
- Selection and ordering of stock, stock taking and maintenance of library records
- Classify and catalogue all new library stock on to the Library Management System
- Manage the staffing of the Library counter and answer queries from staff and students with regard to finding information from books and electronic sources, and using the library and its equipment
- Produce library literature and presentations using a range of platforms such as
- Microsoft software, e.g. Word, Excel, Powerpoint, Publisher
- Manage Library Student Leaders as part of the school's Student Leadership Programme, including contributing to publications such as the school's weekly newsletter and student publications
- Line manage Library Assistants if and when recruited, including appraisals
- Undertake any other duties requisite to the grade of the post

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

January 2023