

Job Description – Librarian

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Head of English
Grade	4 (pro rata salary £17,017 - £19,939 per annum)
Hours	37 hours per week, term time only plus 1 week
Location	Based at Barr's Hill School <i>with a requirement to travel to undertake work at or for academies within the Trust</i>

Job Purpose

To lead and co-ordinate the development of the Library/Learning Resource Centre in the context of the aims of the school and the School Development Plan. To provide a comprehensive service for students and staff. To support and develop students learning, research skills and independent study and to develop a reading culture within the school.

Duties and responsibilities

To manage the provision, organisation and supervision of the library:

- Ensure the library collection is frequently updated with exciting, contextually relevant and diverse texts.
- Promote a culture of reading across the school and effective use of the library whilst supporting students in their reading ability.
- Monitor and track data across a range of reading intervention programmes in order to identify reading gaps and work with colleagues to address these gaps effectively.
- Work with colleagues to manage the library budget.
- Monitor and encourage student's proper use of technology in the library.
- Liaise with the English department regarding appropriate activities and intervention for library and reading lessons at KS3/KS4.
- Develop and manage high profile reward systems during library sessions and linked to reading.
- Stimulate an interest in the reading throughout the school through well planned and aspirational enrichment activities and events including author visits, workshops and trips.

Wider school role:

- Collaborate with the English department for events such as Year 5 Day, Transition Day, Open Evenings and World Book Day.
- Promote reading at all major school events.
- Develop links in the local community and empower parents to understand how to read with their child. Support and run parental reading clubs.
- Stay current with action research in the education field regarding reading.

Working with Students

- Organise and distribute reading rewards amongst students.
- Develop students' love of reading whilst promoting the library as the heart of the school.
- Supervise homework clubs in the Library outside of school hours.
- Work with the Student Leadership Team to develop Student Librarians.
- Report behaviour concerns to relevant Heads of Year, Designated Safeguarding Lead.
- Support and contribute to the school's responsibility for safeguarding students.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of a Librarian are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact

immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Beth Fife – Assistant Headteacher

Date: May 2021