

JOB DESCRIPTION

Effective Date: July 2019

Post Title:	LIBRARIAN
Post Holder	

MAIN PURPOSE OF JOB

To effectively manage the library on a daily basis, to include stock management, student supervision and provision of assistance to all library users. To develop strategies to foster a love of literature and reading, including material beyond the examined curriculum

POSITION IN ORGANISATION

The post holder is accountable to the Headteacher.

MAIN ACCOUNTABILITIES and DUTIES

- Main duties:**
- Provide a welcoming, safe, supportive and ordered atmosphere in the Library that is conducive to study and recreational reading
 - Work with students both in one-to-one and group situations to develop reading and literacy skills
 - Liaise and collaborate with all curriculum areas to ensure appropriate access to learning resources, including the development of resource material packs;
 - Establish good relationships with students, acting as role model and being aware of and responding appropriately to individual needs
 - Help learners to make effective use of a wide range of learning resources
 - Work with the English department to research and purchase resources, ensuring quality control and value for money
 - Maintain the library booking system and be a confident user of ICT
 - Protect and catalogue library stock
 - Attend relevant staff meetings or other meetings as required
 - Innovate ways to increase the love of reading among students based on academy data
 - Contribute to the overall ethos of the Academy
 - Perform any other duties as may be reasonably requested by the Senior Leadership Team

Health & Safety

You are required to be aware of and comply with the school’s Health and Safety policy at all times and act proactively in all matters relating to health and safety.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Lynch Hill Enterprise Academy or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998.

Safeguarding Children

In accordance with the Trust’s commitment to follow and adhere to the most recent versions of the Department for Education’s (DfE) guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed: Date:

