

JOB DESCRIPTION	JD no: 4
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Job Details

Post Title	Assistant Librarian
Responsible to	Line Manager

Purpose of job

To supervise the day to day running of library services to provide a comprehensive service for pupils and staff.

Responsibilities

1. Catalogue library resources and index learning materials using agreed protocols.
 2. Support pupils and staff in using library resources.
 3. Supervise the use of library technology including IT and photocopiers.
 4. Supervise small groups of pupils in library activities and assisting them in their research.
 5. Contribution to the selection, purchase and maintenance of stock and equipment for the library that meet the needs of staff and pupils within an allocated budget.
 6. Update and maintain data and other information.
 7. Organise promotions, displays and other activities of the library.
 8. Develop plans to encourage reading.
 9. Prepare specialist resources as requested, using appropriate computer software as required.
 10. Supervision of students using the library environment and maintaining standards of behaviour in the absence of teaching staff. Arrange for visiting specialists as required.
- Individuals in this role may also undertake some or all of the following:
1. Provide administrative support, for example photocopying and filing.
 2. Maintain links with other schools and library services to ensure appropriate materials are obtained for use within the school.
 3. Organise book fairs or similar events.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Assistant Librarian will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.

Student Care Role

- The Assistant Librarian will follow the Trust’s procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Assistant Librarian is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Assistant Librarian will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Assistant Librarian is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Assistant Librarian will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Assistant Librarian will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION

JD no: 31

Job Details

Post Title	Librarian
Responsible to	Line Manager

Purpose of job

To manage and take responsibility for the day to day running of library services to provide a comprehensive service for pupils and staff. To support and develop pupils' learning, research skills and independent study and to develop the reading culture within the school.

Responsibilities

1. Organise and oversee the library service within the school, ensuring the correct processes and procedures are followed.
2. Lead learning with pupils and teachers to meet educational aims and objectives through literacy and research.
3. Develop pupils' learning, research and study skills embedded within the curriculum by using a range of methods in partnership with teaching colleagues.
4. Supervise a programme of self-directed learning for pupils.
5. Select, purchase and maintain stock and equipment for the library that meet the needs of staff and pupils at a variety of cultural, ability and age levels.
6. Manage library information technology within the library including computer systems and catalogue search facilities.
7. Make the library environment attractive to pupils to encourage reading and learning.
8. Develop and implement library policies, protocols, practices and procedures, under the instruction of the Principal.

Individuals in this role may also undertake some or all of the following:

1. Manage the library budget and provide accurate information to the Finance Officer/Business Manager.
2. Maintain links with other schools and library services to ensure appropriate materials are obtained for use within the school. Arrange for visiting specialists as required.
3. Line management of library staff.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Librarian will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Librarian will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Librarian is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Librarian will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Librarian is employed for [hours] per week for [weeks]

Collegiate responsibility

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- ✓ providing a courteous and efficient service to students and staff at all times;
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