**<SCHOOL /ACADEMY NAME>**

**Insert name of establishment**

**Generic - Librarian**

**Role Profile and Person Specification**

**November 2007 (updated August 2019)**

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| **Job Description** | |
| **Job Title:** | **Librarian** |
| **School /Academy:** | **<please insert here>** |
| **Grade Range:** | **Grade 4 – Scp 8 - 10** |
| **Hours per week:** | **<please insert here>** |
| **Work Pattern:** | **<Term Time Only> <All Year Round> *Delete as appropriate*** |
| **Location:** | **<please insert here>** |
| **Reports to:** | **<please insert here>** |
| **Responsible for:** | **<please insert here>** |
| **Role Purpose and Role Dimensions:** | To implement the policies and objectives of the school through the provision of an effective and efficient library service to children and school staff ensuring it is kept up-to-date and is servicing school needs. |
| **Commitment to Diversity:** | As a member of the school team to take individual and collective professional responsibility for championing the School/Academy’s diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** |  |
| **Key Internal Contacts:** |  |
| **Financial Dimensions:** | <please indicate if this position is responsible for any budgets or any other financial issues as part of their responsibilities> |
| **Key Areas for Decision Making:** |  |
| **Other Considerations:** | <is this role required to work shifts or required to drive or work outside etc> |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **To be responsible for the day-to-day operational management of the school library service.** | **This will involve:**   * Cataloguing and classification of all books. * Ensuring books are filed appropriately. * To keep the computer system up-to-date by recording and maintaining records of all books. * To manage all paper-based resources in the school. * Ensure that all library stock is regularly audited. * Setting up library environment. * To record and report on any cash received through fines for overdue books. * To teach staff and pupils how to use the library system. * To meet the Departments Standards of Customer Service; to ensure that all staff supervised meet the Standards. * To manage any other administrative processes. * Works with teaching and support departments in cross curricular information * To manage, develop and maintain suitable material resources for children and young people by means of a regular programme of stock maintenance and editing, in liaison with the Children’s Services Manager. * To regularly update displays within the library by making recommendations and liaising with the head teacher. * To assist in the orientation and training of new staff in any aspect of work with children and young people. * To attend and contribute to regular children's services meetings. |
| **To give advice and guidance on appropriate resources within the school and run appropriate programs to support learning.** | **This will involve:**   * To give advice to children on personal reading, and guidance to parents and teachers on reading resources based on a knowledge of literature and reading development appropriate to the age group in question. * To assist children and parents in finding information for homework and other interests. * Coordinating program for teachers and children coming into the library * Organises regular pupil competitions e.g. Poetry day, Black History, * To arrange and implement a programme of activities to promote the library service appropriate to the age group taught, children's literature and reading, for example Baby Rhymetimes, storytimes, holiday activities, reader development initiatives such as Family Reading Groups and Chatterbooks, reading groups and a regular programme of displays and exhibitions in the library. * Delivering reading practice sessions as appropriate. * To liaise with other relevant staff on the selection and maintenance of adult materials relating to children and their educational needs. |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **To research and advise on ways of improving the service.** | **This will involve:**   * To manage and participate in providing and promoting a comprehensive range of services to children and their carers from the service point. * To remain up-to-date with new publications and relevant resources. * Introduce a computerised system * Advice on appropriate reading material – offering guidance to staff according to children’s development needs. * To assist in the development and exploitation of ICT as an information resource. * To liaise with teachers to promote the service, to gain feedback and recommendations on any improvements. * To liaise with schools, other organisations, local head teachers and teachers to benchmark services and get ideas for new initiatives. * Attending book weeks in local schools and libraries as appropriate. * To keep abreast of current developments relevant to children and young people such as study support, Bookstart, and reader development initiatives. * Organising book clubs as appropriate. * Introducing initiatives such as a library newsletter to raise the profile of the library service. |
| **Green Statement** | **This will involve:**   * Seek opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision. |
| **Data Protection** | **This will involve:**   * Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. * Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. * Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**. |

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| **Key Accountabilities and Result Areas:** | | **Key Elements:** |
| **Confidentiality** | | **This will involve:**   * Treating all information acquired through employment, both formally and informally, in confidence.   There are strict rules and protocols defining employee access to and use of the School/Academy’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities & Diversity** | | **This will involve:**   * The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams |
| **Safeguarding** | | **This will involve:**  • Displays commitment to the protection and safeguarding of children and young people.  • Values and respects the views and needs of children and young people.  • Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children. |
| **Customer Care** | | **This will involve:**   * Able to demonstrate a commitment to the School/Academy’s Customer Care Policy |
| **Health and Safety** | | **This will involve:**   * Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. |
| **To contribute as an effective and collaborative member of school team** | | **This will involve:**   * To participate in training to be able to demonstrate competence. * To participate in first aid training as required. * Participating in the ongoing development, implementation and monitoring of the service plans. * Championing the professional integrity of the School/Academy * Supporting Customer Focus, Best Value and electronic management of processes. * Actively sharing feedback on school policies and interventions |
| **P e r s o n S p e c i f i c a t i o n** | | | |
| **Job Title:** | | **Librarian - Generic** | |
| **Essential knowledge:** | | * Has professional Library qualification (CLIP or equivalent). * Strong interpersonal, literacy and communication skills. * Current awareness of developments in public library services. * Computer literate * Familiarity with library procedures * Knowledge and understanding of Equalities as it relates to the wider school environment * An understanding of resources available for different interest levels and reading abilities * Keep up to date with new developments in terms of books Liaising with literacy coordinator Familiarity with library procedures * An understanding of resources available for different interest levels and reading abilities | |
| **Essential skills and abilities:** | | * Ability to handle cash * Knowledge of children’s literature and child development * Ability to organise, plan and deliver reading development activities * Ability to monitor and evaluate activities and services * Ability to organise, plan and deliver user education sessions * Ability to take responsibility for the running of the service point in the absence of the Library Manager and the Senior Library Assistant * Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post\* * Displays commitment to the protection and safeguarding of children and young people. * Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children * To be self-motivated and able to work unsupervised under own direction, both inside and outside the library. * Ability to work as part of a team * Ability to train staff and pupils and raise awareness of children’s work * Ability to select, maintain and promote library materials * Information retrieval skills * Participate in development and training opportunities. | |
| **Essential experience:** | | * Previous experience of working within a library environment | |
| **Special conditions:** | | * Enhanced DBS check | |

\*Further advice on specific points in this role profile can be obtained from your HR provider.