

Ernest Bevin College

Job Description



Title: School Librarian	Salary Scale: Scale 3-4 SP5-10 £11,134-£12,173 pro-rata 20 hours p/w TTO (39 weeks)
Supported by and reporting to: Head of English and SLT	Assisted by: Teachers and non-teaching staff

Job Purpose	Empower students to be critical thinkers, enthusiastic readers, skilful researchers and ethical users of information
Personal and Professional Conduct	<ul style="list-style-type: none">• Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries as appropriate• Have regard to the need to safeguard students' well-being, in accordance with statutory provisions• Show tolerance of and respect for the rights of others• Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs• Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law• Have a proper and professional regard for the ethos, policies and practice of the college and maintain high standards in their own attendance and punctuality
Key Responsibilities	<ul style="list-style-type: none">• Management of the school library, its environment, electronic and hard copy resources to provide a comprehensive, effective and up to date library service that is accessible to all students.• Have a passion for books and an ability to communicate that passion to secondary school-aged boys• To manage the reading programmes and intervention programmes for students.• Work closely with teachers to provide information and materials to support classroom delivery• Be an educator of information literacy both in the LRC and in classrooms• Ensure that the LRC is fully stocked, sourcing and providing estimates for new materials.• Actively promote the LRC and a love of reading including through: organising visits, readings, seminars, competitions and other events

	<ul style="list-style-type: none"> • Contribute to tutor time reading • Arrange materials for effective retrieval, including systematic indexing, classification and cataloguing of all the school's resources. • Management and promotion of the 'Accelerated Reader' programme, or equivalent • Guide and assist students with the choice of literature that meets age, curricular and appropriate ability • Be a proactive and creative ambassador for literacy across the college so that any stakeholder would immediately recognise the School's commitment to literacy when walking around the College • To carry out regular maintenance of library stock including withdrawals and stock replacement to maintain a relevant collection that supports all learners • To work flexible hours, including evening work (parents' evenings) / or occasional weekend work as required • To comply with any reasonable request from a manager to undertake other duties commensurate with the post • To participate in professional and personal development programmes as required, including training and performance management review • To contribute to the overall ethos/work/aims of the college • To be aware of, and comply with Safeguarding, Health & Safety; Security; Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of senior leadership team. • To support the College's Equality and Diversity Policy • To appreciate and support the work of other professionals
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Work Hours – 20 hours PW, 1000 to 1400 Monday to Friday (flexible by arrangement). In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific school functions e.g. Open Evening, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role. To ensure the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

**Ernest Bevin College
Personal Specification**



Title: School Librarian and Resource Manager	Salary Scale: Scale 3-4 SP5-10 £11,134-£12,173 pro-rata 20 hours p/w TTO (39 weeks)
Supported by and reporting to: Head of English and SLT	Assisted by: Teachers and non-teaching staff

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Graduate 	<ul style="list-style-type: none"> • Qualified Librarian
EXPERIENCE, KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Minimum 2 years' experience in a library • Experience of promoting literacy in creative and engaging ways in a school or other workplace • Must be organised and able to work autonomously • Excellent digital skills • Experience of leading training of staff • Understand and respect lines of communication in a busy environment • Good interpersonal skills and professional confidence • Able to cope with potentially challenging situations • Work well in a team and independently • Highly organised, flexible and observant • Computer literate, excellent record keeping, and good organisational skills 	<ul style="list-style-type: none"> • Previous experience as a Librarian or Library assistant in a school • Experience of working with parents to promote family literacy
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Commitment to own learning and development • Commitment to raising standards in literacy across the college 	

	<ul style="list-style-type: none">• A passionate belief that boys DO read• Work in ways that promote equality of opportunity, participation, diversity and responsibility• Enjoy working with boys• Ability to deal with difficult situations in a calm and helpful manner• Professional, proactive and adaptable attitude• A commitment to abide by and promote the College's Safeguarding Equal Opportunities, Health and Safety, Child Protection Policies• The postholder will require an enhanced DBS	
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March 2021