

Job Description
Librarian

Job Purpose	<p>To help deliver the School’s aims and objectives by managing the libraries in our Senior and Prep School to ensure that all students develop a love of reading, an understanding of the library as a welcoming space for independent study and a resource centre for academic research.</p> <p>Managing library stocks so that students and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible.</p>
Accountable to:	Deputy Head Academic
Accountable for:	No line management responsibility
Accountabilities	<p>Policy/Strategic direction and development</p> <ul style="list-style-type: none"> ● Assist the Head in developing and implementing a policy for the resourcing, management and use of the libraries to ensure that they effectively support teaching and learning throughout the school. ● Keep the policy under review to ensure that it meets the developing needs of the school community, and make recommendations for change and innovation as necessary. ● Contribute to relevant whole school and GDST policy development (e.g. ICT strategy, Firefly VLE, curriculum enrichment, special needs) through membership of appropriate groups, attendance at relevant departmental or senior leadership team meetings, and GDST-wide events. <p>Teaching and Learning</p> <ul style="list-style-type: none"> ● In accordance with agreed policy and financial guidelines, manage and organise resources, facilities and services provided to allow flexible access and support for curricular and extra-curricular activities, study support, independent and recreational use.

- In accordance with agreed policy and financial guidelines, and in consultation with teaching staff, research, select, acquire, organise and advise on learning resources in all formats to support the curriculum, and teaching and learning in general.
- Collaborate with teaching staff in the planning, development and delivery of relevant learning and study skills programmes to equip students to make effective use of the learning resources available.
- Collaborate with teaching staff in the planning, development and delivery of library lessons to enhance the curriculum
- Encourage the active participation of students and teachers in accessing the full range of facilities available through the library/learning resource centre, in order to maximise their learning opportunities, and encourage reading for pleasure.
- Index, classify and catalogue library resources.

Management of resources

- Put forward an annual library budget proposal to reflect plans agreed in consultation with others.
- Manage the agreed budget to ensure that resources are maximised, that value for money is obtained, and that overspending does not occur.
- Maintain and manage the library management system.
- Undertake an annual stock check of library resources, including the identification of obsolete and damaged items.
- Ensure that the law of copyright is observed and that appropriate licences are in place to minimise risk of claims against the school.
- Ensure that appropriate measures are in place to keep the library/ resource centre secure and to minimise risk of loss of resources and equipment.

Pastoral care

- Supervise students in the school library, including the creation and maintenance of a positive but quiet working atmosphere during break, lunchtimes and after-school, managing behaviour, following the behaviour policy and supervising short detentions if necessary.
- Ensure that appropriate standards of student discipline are maintained in the library.
- Provide a supportive and sympathetic point of contact for students in distress, summoning assistance as required and chaperoning students as required.

Marketing and external links

- Take responsibility for ensuring that visitors' impressions of the library are good ones, maintaining an excellent standard of presentation at all times including maintenance of any marketing or curriculum displays and materials held in there and responding positively to questions from visitors.
- Promote the use of the library to the school community and foster an attractive atmosphere and environment which is conducive to learning.
- Promote the use of the library for curricular purposes, study support, independent study and recreational study, during lesson time, breaks in the school day.

Training and development of self and others

- Identify opportunities for change and improvement and propose solutions for the benefit of the school.
- Participate in training and CPD activities and sessions offered by the school, the GDST and other external agencies in order to further relevant knowledge and skills and keep up-to-date with technical, safeguarding and health and safety requirements relevant to the role.
- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.

	<ul style="list-style-type: none"> • If needed, provide induction training for staff and students on the use of the library. <p>Health and Safety</p> <ul style="list-style-type: none"> • Adhere to all school and GDST H&S procedures and policies. • If qualified, provide emergency first aid to staff and students. <p>General</p> <p>The postholder may be required to carry out ad hoc other duties within their level of competence from time to time, not limited to but including:</p> <ul style="list-style-type: none"> • General daily movement of books, journals, papers, files, documents, stationery, goods, limited amounts of furniture, equipment, cash and other items including errands on behalf of the school (where this is not practicable, site team assistance is to be used for portage). • Erection and dismantling, conveyance and storage of displays, exhibitions, stalls etc (where this is not practicable, site team assistance is to be used for portage). • Fire and emergency evacuation duties as required. • Supervision of classes and forms, including taking registers. • Reasonable other duties as requested by the Assistant Head Academic, or other members of SLT, to cover the continuing operation of the school.
<p>General requirements</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Contribute to the school's programme of extra-curricular activities. • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's Health and Safety policy to ensure a safe working environment for staff, girls and visitors

	<ul style="list-style-type: none"> • Work within the GDST's Diversity Policy to promote equality of opportunity for all girls and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process, and training and development opportunities available. • Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars. • Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
Contract	GDST Teaching Support Grade 4 Full time, term time only + 10 days