

**Part A - Grade & Structure Information**

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| **Job Family Code** | **UNIQUE** | **Role Title** | **School Librarian** |
| **Grade** | **P4** | **Reports to (role title)** | **SLT** |
| **JE Band** | **n/a** | **School** | **The Howard Partnership Trust** |
| **Date Role Profile created** | **July 2019** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose**  including key outputs | | To manage all aspects of the School's Library, including staffing, resources and IT systems.  To provide effective support within the Library, focussing on promotion of literacy across all year groups and working closely with colleagues from the English Faculty and SENCO.  To promote and co-ordinate the Library within the School ensuring that an effective resource and information service is provided to all students and staff.  Duties will include but are not limited to:   * To promote reading under the direction of the Literacy   Coordinator   * Assist with the organisation of the Library in order to ensure effective information and resources are available * Establish an environment for students to access and use to their full potential, providing assistance when required * Organise, catalogue and classify Learning Resources Materials to ensure a balanced stock appropriate to meet the needs of the curriculum * Assess the condition and volume of materials to ensure an attractive stock and recommend which stock should be repaired, bought as new or withdrawn * Develop careers information and resources (displays etc) as requested * Provide admin support for school events such as Open Evening and Awards events * General administration duties as required | |
| **THPT Work Context and Generic Responsibilities** | | Maintain confidentiality in and outside of the workplace  Be pro-active in matters relating to health and safety and report accidents as required  Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance  Uphold and support the School’s Policies and procedures on the Safeguarding of young people | |
| **Line management responsibility**  if applicable | | No | |
| **Budget responsibility**  if applicable | | No | |
| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | | * Maintain existing book stocks - condition, manage checking out / returns, cataloguing/categorisation. * Maintain Library space - layout, displays, shelving, light cleaning etc. * Primary responsibility for selection/procurement of new books as funds allow (Budget, Book Fair etc. proceeds), in consultation with English Lead and other class teachers. * Organise Book Fairs and Book Club each year; responsible for monies raised and subsequent expenditure. * Supervise and train, pupils and volunteers in the use of the library and library systems   Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.   To have regard to and comply with safeguarding policy and procedures. | |
| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | | * Able to demonstrate basic numeracy and literacy, e.g. through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level. * Ability to explain processes and concepts in simple terms, maintain appropriate records, and to build effective relationships with service users and others. * Able to manage own time effectively and to work effectively and flexibly as part of a team. * Competent in a range of IT tools. * Experience of maintaining written records, working in a team and demonstrating a customer focused approach * Knowledge and understanding of running a school library. * Understanding of appropriate reading levels, current curriculum requirements within KS2 setting * Good organisational skills. * Ability to work without supervision and plan ahead. * Ability to manage small team of volunteers, including all relevant training. * Strong interpersonal skills, including ability to communicate warmly and effectively with children. * Love of, and interest in books and reading | |
| **Details of the specific qualifications and/or experience if required for the role in line**  **with the above description** | | The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **Role Summary** | | Roles at this level carry out a range of duties to given standards under some supervision. This may include overseeing an activity and/or use of powered tools and equipment. They will be expected to be able to plan and organise their own workload and /or activity on a day-to-day basis within clear procedures. Entry to this level may be through some relevant work experience or specialist skills. | |

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