

**Job title:** LIBRARIAN

**Job Purpose:** Ensure a well-resourced and well-managed learning resources centre is available to support and enhance the curriculum, raise achievement and promote equality and inclusion.

Assist with the effective management, development, promotion, and facilitation of work experience opportunities and short-term work placements.

**Accountable to:** Director of English

**Hours of work:** 20 hours/week

**Scale:** Band 3 Points 17- 21

**Holidays:** Term time plus one week

**Duties and Responsibilities:**

Altrincham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Library**

- 1) The management, promotion and operation of the school library and a wide range of resources in a variety of formats, traditional and electronic, and the equipment to access them.
  - a) Liaison with all departments in the school and with the wider learning community to ensure appropriate access to learning resources.
  - b) Responsibility for the acquisition, organisation, dissemination and exploitation of resources appropriate to the learning needs of the full age and ability range within the school
    - Operating efficient lending systems and other library procedures
    - Helping learners to identify, locate and access the information they need
    - Maintaining local and regional catalogues and indices for all books and audio visual resources
    - Manage a study environment for both curriculum-based and independent learning; this involves the management and integration of both physical spaces and virtual learning environments and supervision of pupils
    - Ensure equipment is maintained and repaired
  - c) Helping pupils and staff develop the transferable information, learning and knowledge access skills which are the core skills of independent lifelong learning
    - Preparation of booklets, exhibitions and displays to enhance pupil learning and development
    - Deliver library inductions and research skills lessons
  - d) Keeping a well-stocked and up-to-date careers and further education library, including college application forms.

- e) Advise the Director of English on appropriate use of the Library budget.
  - f) Advise Senior Leadership and other colleagues on the provision of learning resources across the curriculum and implementing a school library policy which supports the school in meeting the targets set in the School Development Plan
  - g) Work in close liaison with the Head of English and Director of English to promote and develop strategies for whole school reading and literacy skills for information, recreation and reading for pleasure
    - Organisation of events and promotions
    - Development of enrichment opportunities
    - Keeping up to date with new developments relevant to school librarianship
- 2) Train staff and students how to use Library systems
- 3) Implementation of the school's pre-16 work experience programme
- a) Inform and guide pupils through the entire process to ensure they work to given time scales
  - b) Liaising with employers and other providers to obtain suitable placements
  - c) Visit pupils on placement
  - d) Attend and supervise students at careers events
- 4) Organising and leading on Lower School Book Club to improve and enhance pupil learning

#### **Other**

- 1) Help to support the facilitation of exam access arrangements

This job description is not necessarily a comprehensive definition. It will be reviewed annually and when appropriate. It may be subject to change or modification at any time after consultation.

## PERSON SPECIFICATION

**JOB TITLE: Librarian and Cover Supervisor**

<b>MINIMUM ESSENTIAL REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT *</b>
<b>1. Qualifications/Training etc.</b>	
Relevant Professional Qualification	A/C/I
<b>2. Experience</b>	
Two to three years relevant experience	A/I
The ability to manage and disseminate information in a range of different media	A/I
The ability to manage a budget	A/I
ICT literate	A/I
Ability to communicate effectively with people at all levels both in writing and orally and present and interpret information to a wide range of people	A/I
Successful working relationships with young people	A/I
An understanding of what constitutes good professional relationships for sound classroom management.	
<b>3. Knowledge</b>	

Microsoft Office Packages	A/I
Understanding and respect for confidentiality in relation to all issues connected with the role	A/I
<b>4. Skills &amp; Abilities</b>	
Ability to enthuse young people to produce work to high standards	A/I
Willingness to promote the library as a centre of knowledge exchange	A/I
Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks	A/I
Ability to work as part of a Team, willingness to adapt to a changing environment and meet differing challenges	A/I
Highly organised person who pays good attention to detail and accuracy	A/I
Able to offer some flexibility in working hours, where necessary and be available for occasional out of hours work	A/I
Willingness to undertake training and keep abreast of current issues relevant to own area of work through networks, conferences and other meetings	A/I
<b>5. Desirable</b>	
Experience of managing class sized groups of pupils	A/I
Understanding the role of the form tutor	A/I
A Levels, HLTA Degree or equivalent, teaching qualification	A/I
Experience of behaviour management skills	A/I
Learning support skills	A/I
A smart professional appearance	A/I
Experience of working as a Librarian	A/I

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,  
**P** = Presentation, **T** = Test, **AC** = Assessment centre