



SANDHURST SCHOOL

JOB DESCRIPTION

Job Title: School Librarian	Hours: Between 20-30 hours per week, term time (to be agreed) Spine: BG-H SP 17 Salary: £13,286 - £19,930 per annum (includes OLA) depending on hours agreed
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JOB PURPOSE

We are seeking to appoint a Librarian who is committed to supporting students at Sandhurst School. This role would be suitable for an HLTA.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

The successful applicant will join our admin team and will be line managed by the Subject Leader of English.

MAIN DUTIES AND RESPONSIBILITIES

GENERAL RESPONSIBILITIES

- Support the overall ethos of the school.
- Be aware of and comply with Trust policies and procedures
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Trust and Academy Improvement Plans
- To develop and implement own professional development and skills
- To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
- To demonstrate an excellent record of attendance and punctuality.
- Work cooperatively as part of the Trust wide staff team
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Be aware of and take part in the schools' performance management framework and participate in training and development activities as required.

SPECIFIC RESPONSIBILITIES

- To make the library accessible to students every day
- To create and maintain a welcoming and well stocked, user friendly environment for learning within the library.
- Contribute to curriculum development through attendance at departmental discussions and informal liaison with individual teachers.
- To have a key role in the school's priority of raising literacy standards, working closely with key staff such as the English department, SLT and the Literacy Coordinator engaging and leading on projects and schemes to ensure Literacy is embedded throughout the whole school
- To provide guidance and advice to readers and library users.
- To provide guidance and support for users of ICT and other educational technology available in the library areas.
- To assist with the maintenance of library systems and the accompanying administrative routines.
- To assist with the administrative routines associated with Accelerated Reader.
- To manage the issues and returns of books and other materials.
- Routines connected with the cataloguing of new materials.
- Maintenance and display of newspapers and magazines.
- Arranging books and other resources for effective retrieval, including classification and cataloguing of all library resources.

- Supervision of students before school, during break and lunch times and after school.
- Actively promoting and managing after school clubs.
- Under the guidance of the Literacy Lead, support reading by working 1:1 or with small groups.
- To support with the supervision of Reading Mentors
- Supporting the development of other technological initiatives within the library and supporting students and staff in their use.
- To manage the library budget.
- To assist with the implementation of literacy strategies and projects.
- SPARX (Newsletter and top achievers)
- Setting of Star Reading Tests (Monitoring, Data Analysing, Recording, Intervention and Venue Scheduling)
- Maintain PLR's and good practice in the library
- Managing of additional library staff (TAs) and student library assistants in relation to their use of the library.
- Other reasonable tasks as requested.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

The school and Trust are committed to safeguarding, Equal Opportunities and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts require an enhanced DBS disclosure.