 A Catholic Academy for Arts & Science

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

**JOB DESCRIPTION**



|  |  |
| --- | --- |
| **Title of post:** | **Part-Time Librarian** |
| Purpose: | To maintain an engaging environment and to promote learning and a range of other activities that support the development of reading, wider literacy for learning and the joy of reading for pleasure. To lead the development of reading programmes including Lexia and Accelerated Reader and manage the library lessons as part of the programme for literacy. To provide an inviting space that meets the learning, reading and research needs of students and staff and actively promotes the area as a central hub of the school.  |
| Responsible to: | Head Teacher and Assistant Headteacher, Teaching & Learning |
| Liaison with: | Head Teacher, Senior Leadership Team, any relevant teaching and non-teaching staff, and students. |
| Working time: | 22.5 hours per week, term time only |
| Local Government Banding: | 7-12 |
| Disclosure Level: | Enhanced |
| Key Areas of Responsibility  | * Leading, managing and evaluating reading programmes and library lessons as part of the drive to improve literacy across the school.
* Maintaining a pleasant and engaging Library environment which enables students and staff to work effectively and gain the learning resources needed.
* Maintenance of library systems and protocols to allow staff and students to borrow books and use library resources to support learning.
* Provide effective support to staff and students who use the library and signpost to other sources where requirements go beyond what the library can offer.
* Work with departments to develop resources to support student learning.
 |
| Main Duties: | * Support a wide range of whole school teaching and learning activities including literacy and reading initiatives.
* Lead on extra-curricular reading activities.
* Support staff and students when they are using the library as required.
* Supervise and maintain a silent study function within the library.
* To support and promote the safeguarding and welfare of all children and young people attending St Bernard’s.
* Have in place good behaviour management systems in the library.
* Compile and maintain the learning resources housed in the library .
* Carry out administrative work associated with providing a library service.
* Manage manual and computerised record/information systems.
* Order, monitor and manage stock, ensuring best value following the school’s purchasing processes.
* Maintain and review stock records / inventories of resources and ensure that records are filed appropriately.
* Monitor pupil ICT usage in accordance with the school’s ICT policy.
 |



JOB DESCRIPTION continued

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

|  |  |
| --- | --- |
| General | * Manage, monitor and evaluate the library budget.
* Attend school meetings as requested.
* Provide administrative support to SLT as required.
* Assist with whole school events.
* Encourage and support the provision of a Catholic holistic education for all students.
* Promote the ethos of St Bernard’s High School.
* Undertake such duties as their line manager may determine as reasonably falling within the Librarian.
* Undertake whole school duties as may be reasonably determined by the Headteacher.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date written, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

……………………………………………………….. (Staff Member)

……………………………………………………….. (Line Manager)

