



## Job Description

### School Librarian

### Main Purpose

We require a versatile and organised School Librarian to manage and operate a major learning environment used by the whole school community. The School Librarian is responsible for the acquisition, organisation and dissemination of resources appropriate to the learning needs of the full age and ability range within the school.

### Duties & Responsibilities

- Supporting and contributing to the Catholic life of St Bernard's community
- Promote further reader development through a programme of visits and workshops by authors
- Taking responsibility for and managing the Library budget
- To contribute to the pastoral care and management of student behaviour in accordance with whole school and departmental policies
- To ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.
- To ensure that library equipment and resources are kept in good order and that the room is cared for and offers an attractive and educationally stimulating environment
- To participate in the school's Performance Management programme
- To participate in the school's Continuing Professional Development programme
- To participate in the school's monitoring, evaluation and target setting programme
- To attend all relevant staff meetings
- To maintain an awareness of equal opportunity, health and safety and data protection issues and to adhere to any relevant policies in these matters
- To work closely with teachers to integrate library resources into lesson plans and support subject specific learning
- To work alongside the admin team to complete set tasks as delegated by the Office Manager



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### Specific Roles & Responsibilities

- To support and advise staff and pupils in the selection and use of information resources to support their curricular and leisure needs
- To promote reading and the enjoyment of reading in all its forms
- To promote and publicise the services provided by the Library to the whole school community
- To utilise every opportunity for own professional development, sharing INSET opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in library management, education and children's literature
- To liaise with publishing companies who provide revision guides for Key Stage 4 pupils
- To develop and maintain links with other libraries and relevant organisations
- To provide support for the termly production of the school newsletter - 'St Bernard's Voice'
- To provide support to teaching staff in the creation of classroom resources, to include reprographics where necessary
- To lead on improving student engagement in out of class learning opportunities within the library
- To lead on World Book Day across the school

This job description may be amended at any time following consultation with the Headteacher, and will be reviewed annually.

### Person Specification

#### School Librarian

Experience	Essential / Desirable
To have worked in an environment with young people	Desirable
Experience of working as part of a team to secure innovation and change	Desirable
<b>Qualifications &amp; Training</b>	
GCSE English and Maths (or equivalent)	Essential
Evidence of recent further professional development	Essential
<b>Special Skills &amp; Knowledge</b>	
Ability to carry out administrative tasks	Essential
Ability to analyse student data	Desirable
Knowledge of current educational thinking regarding raising achievement in reading	Desirable
An awareness of the agenda for safeguarding and promoting the welfare of children	Essential
Knowledge and understanding of Positive Behaviour Management	Essential
<b>Skills/Aptitudes</b>	





ICT literate	Essential
Effective Interpersonal skills	Essential
Teamwork and leadership skills	Essential
The ability to network with other establishments to research best practice and implement findings where appropriate	Essential
<b>Specific Requirements</b>	
A commitment to raising student attainment and progress at all levels in reading and supporting the Catholic ethos and aims of the school	Essential
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Conscientious, honest and reliable	Essential
Highly motivated	Essential
Sense of humour	Essential
<b>Personal Circumstances</b>	
A disclosure and barring service check at enhanced level	Essential
A commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
A commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
A commitment to maintaining confidentiality at all times	Essential
A commitment to safeguarding and equality	Essential
Deals with difficult situations effectively	Essential
Embraces change well	Essential

