

Job Description

School Name:	Parliament Hill School
Job Title:	School Librarian
Reports To:	Literacy Co-ordinator
Team	Curriculum support team
Line Management	None
Grade:	Scale 6- £38,184- £39,913 (Actual £35,324- £36,923) 35 hours- Term-time plus two weeks 8.30am – 4.30pm
Role Summary:	The postholder is responsible for the effective operation, development, promotion and evaluation of library resources and services that support learning, teaching, research and independent study across the school.

Key Skills and Competencies: The highlighted competencies are core to this role.

Relationships	Organisational Agility	Personal Excellence	Innovations	Permanent Growth & Development
'Customer' focus	Change Management	Developing People's Potential	Idea Generation	Vision
Build Wider Networks	Project Management	Self-Development	Innovation Management	National Perspective
Building long term relationships	Team Building	Performance Management	Creativity	Openness to new approaches
Empathy	Organisational Skills	Individualisation	Curiosity	Strategic Leadership
Effectively Communicate	Prioritisation	Learning	Concept Thinking	Adaptability
Professional Attitude	Action oriented	Motivating People	Solving Problems	Achieving Results
	Decision Making	Taking Responsibility	Passion for Technology	Planning

Other Duties

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- All support staff are expected to model professional behaviour to students to support student development and behaviour, in line with our code of conduct.

Commitment

- Be conversant with Equality and Diversity in a school environment at all times.
- Be committed to working co-operatively towards the aims of the school.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.

Safeguarding and Child protection

- Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded across the team and in all systems, processes and communications, in compliance with national and school procedures and protocols.

Data Protection

- Ensure that all personal and pupil data and information is handled securely to the highest standards and in strict compliance with the data protection legislation and the School's data management protocols.

The postholder is responsible for the effective operation, development, promotion and evaluation of library resources and services that support learning, teaching, research and independent study across the school.

Key Responsibilities - Library Management and Resources

- Manage and develop a diverse, current collection of print, digital and multimedia resources aligned with curriculum, teaching, learning and research needs.
- Maintain an accurate, well-organised library management system, including the catalogue and student and staff borrowing records, in accordance with data protection requirements.
- Ensure library resources are clearly organised and signposted to support teaching and learning across the curriculum.
- Manage the annual library budget, undertaking appropriate financial planning and using resources efficiently and responsibly.
- Maintain the library webpage and ensure library news and information are kept up to date.
- Maintain and update reading, research and information-literacy resources.
- Maintain the school archive and develop appropriate links with external partners and organisations.
- Maintain awareness of developments in information and library management, education and children's literature.
- Coordinate and administer the Jack Petchey Award Scheme, including overseeing the nomination process, managing grant funds, and organising celebration events to recognise student and staff achievements.

Learning Environment and Student Support

- Oversee the day-to-day use of the library, maintaining a calm, safe, welcoming and stimulating environment for reading, study, curriculum-based learning and independent learning.
- Supervise and proactively support student and staff users of the library within the agreed rota, promoting responsible and effective use of the space and resources.
- Plan, deliver and evaluate the library induction and library lesson programmes for KS3 students and develop appropriate reading lists for year groups.
- Work with Literacy, EAL and SEND colleagues to plan activities for SEND and EAL learners, reluctant readers and other students requiring additional support.
- Coordinate with teaching colleagues to develop transferable information, research and knowledge-access skills that promote independent lifelong learning.
- Assist with the delivery of project-based learning in the library and ensure appropriate resources are available at key points in the school year, including for independent revision.

Literacy, Curriculum and Whole-School Development

- Promote a strong culture of reading across the school.
- Organise and support events and activities that promote literacy in line with the school's Literacy Policy and practice.
- Work with relevant colleagues to support whole-school extracurricular events, including Women of the World Week, Cultural Diversity Celebration and national literacy events.
- Monitor and evaluate the library's contribution to learning and teaching in support of the school's educational aims and objectives.
- Support whole-school curriculum and policy development through liaison with departments and attendance at the relevant cycle of meetings.

- Provide reports and management information to the Line Manager, SLT, governors and others as required.

Staff, Families and Wider Community

- Provide staff with resources to support professional development, including relevant journals, periodicals and online materials.
- Support transition between Key Stages 2 and 3 by developing links with primary feeder schools.
- Support the engagement of parents and carers in their child's learning and curriculum needs through the school's MIS system.
- Develop professional links with other librarians and relevant networks to share good practice.

Professional Development

- Take responsibility for continuing professional development, including relevant in-service and external training, and keep professional knowledge and skills up to date.

Safeguarding, Data Protection and Professional Conduct

- Promote and safeguard the welfare of children, ensuring that safeguarding principles, culture and practice are embedded in relevant systems, processes and communications in line with national and school procedures and protocols.
- Ensure personal and pupil information is handled securely and in accordance with data protection legislation and the school's data management protocols.
- Model professional behaviour to students in support of student development and behaviour, in line with the school's Code of Conduct.
- Work cooperatively towards the aims of the school and demonstrate a commitment to equality, diversity, inclusion and raising achievement.

Other Duties

- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties from time to time within the general scope and character of the post. Duties outside the general scope of the grade will be undertaken with the consent of the postholder.

Key Skills and Competencies

The role requires strong relationship-building, communication, organisational and prioritisation skills; sound decision-making and personal responsibility; creativity and problem-solving; adaptability and openness to new approaches; and a professional, action-oriented approach focused on achieving results.

Person Specification

	Essential	Desirable
Qualification and Experience		
Experience of working in a school or learning resources environment	E	
Professional skills and experience in the field of librarian work	E	
CILIP accredited qualification		D
High standard of education including 5 'GCSE', Grade C / 5 Levels including Maths and English Language, in or equivalent qualifications	E	
Record of recent relevant professional development.	E	
Experience of recent successful project management		D
Excellent ICT skills, particularly in library management systems	E	
Skills, Knowledge and Abilities		
An up-to-date knowledge of current children's and young adult (YA) literature	E	
Good interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with people at all levels.	E	
Ability to supervise children and manage behavior independently.	E	
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	E	
An advanced understanding of how independent learning can be promoted and supported.	E	
An advanced understanding of how information technology, multi media resources and the Internet can be used to support teaching and learning and independent research and knowledge development.	E	
Ability to work under pressure, role model resilience and ensure that deadlines are met.	E	
Ability to organise own workload and to work on own initiative.	E	

Ability to train and support staff and students.	E	
Willingness to work to further the School's aims with regard to equal opportunities and raising achievement.	E	
Demonstrate the ability to work confidentially with a high degree of independence.	E	
Commitment to equal opportunities and to assist the school in raising achievement and reaching its targets.	E	
To be prepared to attend in-service and external training and to develop and update knowledge and skills as required.	E	