



## Carshalton Boys Sports College

Winchcombe Road  
Carshalton  
Surrey  
SM5 1RW

### Job Description

<b>Job Title:</b>	School Librarian
<b>Pay Scale:</b>	APT&C Scale 5/6, Points 11- 20 (£25,530 - £29,302)
<b>Hours of Work:</b>	36 hours per week, Term Time + 1 <i>(worked between hours of 08.00am and 16.00pm)</i>
<b>Breaks:</b>	Monday to Thursday – 7¼ hours with 45 minute unpaid break Friday – 7 hours with 45 minute unpaid break (finish at 3.45pm)

### Job Purpose

The library is the heart of the school's learning community that enhances the quality of teaching and learning. As the School Librarian you will be responsible for promoting and encouraging access to reading and information for all pupils and staff, as well as committing to help pupils become confident, independent learners with a real love of books and reading.

### Accountable to

SMT & HOD English

### Key Duties

#### ***Planning and Development***

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals.
- Research and implement ideas and strategies for the development of the school library provision and its services, for staff as well as students.
- To ensure high quality, relevant books and other resources are accessible to pupils of all ages and abilities, including books and resources which adequately reflect our wider world and our society Including diverse, inclusive and representative titles
- To devise and offer INSET activities in relation to learning resources and training in the use of the library
- To deliver a broad programme of library events, including author visits and reading challenges.
- In order to show the impact of strategies to promote reading, provide statistical information and analysis for the SMT as appropriate
- Manage an effective lending system for all resources within the LRC, organising the layout of the LRC in the most efficient and effective manner.
- To actively keep abreast of, and promote, the latest reading materials, education initiatives and trends in library information services.

- Carry out general duties including shelving, stock maintenance, and ensuring an attractive working environment

### **Sparx Reader**

- Assist in the co-ordination of Sparx Reader, alongside the English Department
- Induct staff and pupils in the use of the Sparx Reader Programme
- Implement Rewards for Sparx Reader
- Report on student reading accuracy and frequency
- Support ongoing intervention programmes

### **Support for Staff & Students**

- Work with teaching staff and students to develop and promote reading for pleasure and participate in schemes with outside agencies, where possible.
- Recruit 6<sup>th</sup> Form library assistants, supervising and training them and rewarding their achievements.
- Supervise and direct the work of 6<sup>th</sup> Form Library Assistants and any other staff assigned to assist within the Library.
- Support students with developing their reading skills by listening to student's read
- Support students 1:1 with innovative reading intervention strategies
- To support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- To support effective behaviour management strategies consistently in line with the school's policy and procedures.
- To support class teachers with maintaining good order and discipline among pupils.
- To draw on skills and knowledge to respond effectively to pupils with special educational needs.
- To organise resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Use ICT skills to advance pupils' learning.

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils under the direction of the SMT & Head of English.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **General**

- Attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- To assist with students on educational visits and participate in extra-curricular activities as required.
- Attend relevant meetings and training sessions.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- Act as a role model and set high expectations.
- To play a full part in the life of the school community, supporting its mission & ethos

**Additional Duties**

You may be required to carry out additional duties, as the Principal may reasonably request from time to time.

**Equal Opportunities**

Demonstrate adherence and embracing of school 'We believe' principals.

Signed:.....

Print Name: .....

Date:.....

## Person Specification for Librarian

### Qualifications

- At least NVQ3 or equivalent qualification or experience (E)
- At least 5 GCSE A-C/9-5 to include English or Mathematics (e)
- NVQ4 or equivalent qualification or experience (D)
- Relevant Degree/specialist educational qualification (D)
- Relevant librarian qualification (D)

### Experience and Knowledge

- Two years+ experience of working in a school/educational library setting or within a public library
- Previous experience of working with children and supporting them in an educational environment
- Experience of supporting pupils with an EHCP, additional needs or where English is not their first language.
- Knowledge of Sparx Reader (D)

### Skills and Abilities

- A passion for reading and a desire to promote the use of reading materials (print and electronic) across the school
- Ability to build and form good relationships with students and colleagues.
- Ability to work constructively as part of a team, understanding school roles and responsibilities, including own
- Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students
- Ability to undertake clerical duties such as filing and record keeping in addition to the ability to meet deadlines
- Ability to use a range of ICT packages and equipment effectively to support learning i.e. reader initiatives; displays; skills to support learning.
- Ability to adapt quickly and effectively to changing circumstances/situations.

### Personal

- A diplomatic and patient approach.
- Able to appropriately deal with confidential information/situations
- Efficient and meticulous in organisation.

### Other

- Commitment to working within the School's Child Protection Policy
- Commitment to high standards and expectations
- High levels of professional integrity, energy and enthusiasm
- Flexibility to undertake any role
- A good sense of humour