

CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

LIBRARIAN (Maternity Cover)

**Grade:** London Scale S01

**Contract:** Temporary, 39 weeks per year (term time only)

**Reports To:** As a member of support staff, the post is professionally responsible to the School Business Manager/Partner but will take day to day direction from a Deputy or Assistant Head and/or a member of the English Department.

**Location:** The Library, but may be required to work anywhere in the school.

**CONTEXT:**

Chestnut Grove Academy is a high performing convert academy which prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Teaching School Alliance, of which we are the lead strategic partner with Chesterton Primary School.

**PURPOSE OF JOB:**

To be responsible for the organisation, management, promotion and development Library to support the teaching, learning and research activities of the school.

**KEY RESPONSIBILITIES & TASKS:**

* 1. **Main Responsibilities**

1. In liaison with the Assistant Head, to formulate policy for the effective provision of the library service for the school.
2. To map library provision across the curriculum to ensure all departments use the library to support teaching and learning and all students (Years 7 – 13) have regular access;
3. To liaise with the HOD English and/or i.c. Literacy to plan and co-ordinate literacy events and provision (e.g. guided reading)
4. To keep the library up to date, including ordering and maintaining good quality resources/books.
5. To be responsible for the management of the library on a day to basis, ensuring that students and staff treat it with respect.
6. To timetable the Library for 6th form, classes and individual use.
7. To market the Library via regular and effective displays and high profile events e.g. an annual book week.
8. To develop effective relationships with authors, publishers, bookshops, suppliers and other libraries.
9. To develop the role of ICT technologies as a key part of delivering the Library strategy and developing students’ independent study skills.
10. To lead staff in the development of students’ study and information handling skills within the context of the whole curriculum.
11. To ensure that Careers Information is available for students and staff.
12. To ensure that the Library is kept tidy and always provides an effective study space and atmosphere.
    1. **General Administrative Duties**
13. To manage the annual budget for the Library, providing reports to the Business Manager as required.
14. To devise, implement and maintain suitable systems and statistics for evaluating the Library service.
15. To use the school’s financial systems to raise orders and have invoices paid, ensuring that the school’s financial procedures are followed correctly.
16. To ensure that computers are always working, letting ICT support know of any issues immediately.

**1.3 General Responsibilities**

a) To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

b) To be fully aware and understand the duties and responsibilities pertaining to the Children’s act 2004 in relation to child protection and safeguarding children and young people.

c) To be aware of and support difference and ensure equal opportunities for all.

d) To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.

e) To engage actively with the performance review process and take responsibility for own development.

f) To undertake any other administrative duties in the school if directed and to comply with any reasonable request from the Headteacher, Business Manager/Partner to undertake work of a similar level.

g) To comply with the school’s health and safety policy at all times and to take responsibility for own and others’ Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.

**2.0 PERSON SPECIFICATION:**

**2.1 Qualifications, experience and knowledge*.***

1. Minimum Grade C in English and Maths GCSE   
   Degree in Librarianship and/or Professional Librarianship qualification e.g.: Chartered MCLIP
2. Knowledge and understanding of current library systems.
3. Experience of having worked as a librarian preferably within an educational context.
4. Demonstrable experience in delivering effective leadership, administrative and organisational skills.

**2.2 Competencies & Skills**

1. Excellent ICT skills and knowledge of software (e.g. Word, Excel, E-mail, Internet, Bromcom etc);
2. Excellent oral and written communication skills;
3. Excellent organisational and administrative skills;
4. Evidence of the ability to work to high standards of accuracy, including the ability to analyse and work methodically, with a meticulous eye for detail;
5. Evidence of ability to work under pressure and to meet tight deadlines;
6. Good interpersonal and skills;

**2.3 Personal attributes**

1. The ability to be pro-active within a team, working effectively with a range of styles and personalities;
2. Honesty, integrity and reliability in the handling of sensitive and confidential documents and information;
3. Confidence and assertiveness in dealing with staff, students and parents.
4. Willingness and ability to be adaptable and work flexibly, when required.
5. The ability to emphasise and communicate with young people.
6. Ability to keep a good sense of humour and display resilience under pressure.
7. An excellent record of attendance and punctuality.

*Although some specific responsibilities may be fixed as part of an individual’s job description, there will be a regular audit of tasks and responsibilities to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development through multi -skilling and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*