

JOB DESCRIPTION: Librarian & Resource Centre Manager

Updated: November 2020

Salary: NJC Scale SO1, range 23 - 25 (£27,741 to £29,577 FTE) pro rata - salary paid for 41 weeks (term time plus 5 training days and 10 extra days worked across school holidays)

Hours of work: 37 hours per week – 08.00- 16.00 (15:30 on Friday), with half an hour unpaid lunch break a day.

The post holder will be based at Comberton Village College.

Line of Responsibility: The Librarian is directly responsible to respective member of the SLG

OPERATIONAL RESPONSIBILITIES

Planning and Development

- Develop and manage the College Library effectively, providing a responsive and welcoming environment and IT services for all pupils and staff members of the College.
- Update and implement policy for the library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety, and Disability legislation, and the school's behaviour policy.
- Research information and new materials required to ensure that staff and students are able to access appropriate resources for teaching and learning, effectively.
- Contribute to curriculum and policy development by liaising with all departments, build relationships with Subject Leaders, individual members of the teaching and learning support staff IT and attend appropriate whole school meetings.
- Line manage and develop skills of Library Assistants
- Select, acquire, organise and promote library resources and IT to support teaching and learning throughout the school, ensuring equality of access for all pupils and staff.
- Develop and contribute resources to the College and Trust online platforms in collaboration with teaching staff.
- Manage the library budget, including the preparation of budget bids and estimates.
- Monitor and evaluate the effectiveness of the service provided by the library, using quality indicators to measure performance and to develop strategy within the College, using the whole-school development planning protocols and self-assessment process.
- Work with the management team to manage the learning resources element of internal and external validation processes e.g. OFSTED inspections, Charter Mark and QAA reviews.
- Develop and maintain links with other libraries and other organisations (eg SLS, county education advisors, public library service, universities and colleges and museums), entering into collaborative/project working with other centres on a local, regional or national basis.
- Work in liaison with other librarians across the Trust in order to maximise the effectiveness of library provision for all.
- Collaborate with catchment primary schools and schools within the Cam Academy Trust to foster engagement with reading and to support transition.
- Continue to provide volunteering roles to support the school DofE students

- Continue to provide a school stationery shop/service, pro-actively supporting PP students with essential stationery items.
- Liaise with the Charity Prefects/team for joint fundraising events (sometimes held in the Library)

Support for Staff and Students

- Inspire and promote reading for pleasure, for pupils and staff.
- Take an active role in promoting students' reading, including organising special events such as book weeks and author visits to enhance the curriculum
- Support and advise staff and pupils in the selection and use of information resources to support their curricular and leisure needs.
- Promote and publicise the services provided by the library to the whole school community.
- Take opportunities for personal professional development, sharing INSET opportunities with colleagues and other regional librarians as well as maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
- Supervise pupils using the library for independent study and to maintain a welcoming supportive atmosphere, conducive to positive learning experiences.
- Produce materials on referencing and plagiarism to support pupils across the academy trust.
- Develop and manage Clickview, and to arrange appropriate training for staff.
- Manage the provision of textbooks for subject departments where required.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of Child Protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the school's performance management scheme.