

BALCARRAS SCHOOL JOB DESCRIPTION

JOB TITLE:	School librarian
HOURS:	22 hours over 5 days per week (ideally 10.30am – 2.30pm and one day per week until 4.30pm), term time only Monday to Friday plus 1 INSET Day in September
GRADE:	14-19 (£23,484 - £25,927) (Actual salary £11,997.12 - £13,245.12)

Job Purpose

The Balcarras Trust are looking to appoint a new librarian whose role is the management, development, promotion, and evaluation of an effective learning resource centre which supports learning and teaching across the school.

Main Duties and Responsibilities

- Organising and managing the library, ensuring its effective use by classes, groups, and individuals
- Creating and implementing a policy for the library which incorporates the educational aims and objectives of the school
- Taking responsibility for and managing the library budget
- Selecting, acquiring, organising, and promoting library resources to support teaching and learning throughout the school
- Ensuring equality of access for all pupils and staff to high quality learning resources
- Monitoring and evaluating the effectiveness of the library and its impact on teaching and learning
- Supervise the library opening at break and lunchtime
- Manage the library booking for lessons and other events
- Monitor and maintain library computers and laptops
- Recruiting pupil library assistants, supervising and training them
- Supply project boxes of relevant books on request to departments when required
- Provide and deliver an induction for new Year 7 pupils
- Prepare for and be open during Open Evening to greet prospective new pupils and their parents
- Supervise pupils who wish to stay in school between exams in summer GCSE exams
- Managing students' records from the school archives
- Manage and maintain First aid supplies and kits for school trips
- Collection and collation of books for the school annual prize giving

Adhoc requests include:

- Covering reception if needed
- Administrative tasks that are needed at short notice by the school

The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

June 2022