

## Job Description

---

**Job title: Librarian**

**Reports to: Director of Learning**

**Location: Leigh Academy Minster**

### Job purpose

- To advise the Senior Leadership Team on all matters concerning the School Library
- To be responsible for, in liaison with the Director of Learning, the purchase of appropriate materials for the Library.
- To develop a vibrant, well-resourced library that provides active engagement with staff and students
- To develop the culture of reading for pleasure across the school
- To contribute to developing literacy across the curriculum
- To control the Library budget and to oversee the use, storage and security of library equipment.
- To oversee and administer an appropriate issues procedure.
- To promote the use of the Library as a whole school resource amongst pupils, staff and parents.
- To support the school's literacy focus.
- To promote the love of reading by shadowing National Literacy Prizes e.g. book groups
- To teach library skills to pupils
- To liaise with outside organisations developing links and promoting such activities which enhance pupils' understanding of use of the library as a learning resource.
- Creating and implementing a policy for the Library which incorporates the educational aims and objectives of the school and complies with data protection, copyright, health and safety legislation and the school's disciplinary code.
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school.

### Personal qualities

- Good interpersonal skills; the ability to communicate effectively with a variety of people
- The capacity to remain calm
- Excellent health and time-keeping record
- Committed and enthusiastic
- Confident, positive and flexible attitude

### Skills and knowledge

- Ability to work on own initiative and be decisive
- Ability to work as a member of a collaborative team
- Excellent organisational and planning skills

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share

this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

## **Notes**

The 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 construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.