

JOB DESCRIPTION



Job title:	Librarian	Job Ref:	XS 6.5
Directorate:	Children's Services		
School:		Grade:	Dorset Grade 6
Reports to:	Head of Department/Teacher with responsibility for Resource Area		

Main job purpose

Under the direction of the Designated Teacher, to ensure effective planning, development, maintenance and utilisation of library resources by pupils and staff of the school.

To provide a suitable reference and learning environment to encourage further educational development of pupils using other mediums and resources.

Main responsibilities and duties

1. To supervise the operation and organisation of the Library/Resources Centre.
2. To operate an appropriate system for the issue and return of books.
3. To assist pupils and members of staff undertaking research, obtaining specific books or information etc.
4. To provide instruction and advice to classes and groups of pupils and staff in the use of the centre and a general reader service.
5. To review book stocks, selects new books for acquisition, liaising with the teaching staff and book suppliers as necessary, ensures new stock is appropriately processed prior to use.
6. To liaise with the Designated Teacher so the management of the centre and the provision of resources supports wider pupil learning.
7. To prepare and allocate library and other learning resources.
8. To co-ordinate and administer the use of information technology within the centre, to include access to Internet and use of CD Roms's.
9. To be responsible for arranging/organising display materials to encourage interest in the centre.
10. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Essential Knowledge and experience of working in a school library/learning resource centre, or equivalent. ICT skills and capability to interpret individual Education plans and to support pupil achievement. 5 GCSEs at A*-C grade, including English.

Desirable Basic library/archivist qualification or equivalent vocational qualification.

Supervision and management

To supervise library/reprographic staff as appropriate including prioritisation of work.

To supervise pupils in the use of the library's resources.

Problem solving and creativity

Key contacts and relationships

Frequent contact with staff, students, School Library Service, book and ICT equipment suppliers, and charitable and other funding bodies.

Decision making

Prioritisation of work and resolution of operational problems. Major issues referred on to Headteacher/designated Teacher.

Varies own routines within guidelines.

Identification of items for inclusion in study packs and learning resources.

Resources

Books, stationery, periodicals, display equipment, reprographic and ICT equipment/OHP and trolleys. Including handling petty cash and pupil fines.

Working Environment

Size, phase and type of school will vary.

Normal school environment. Frequent use of ICT equipment/lifting of books and other materials/equipment.

Normal school environment, frequent disruption to tasks and order of tasks by pupils/staff.

Progression in Post (if applicable)

Job description prepared by:	Chris Matthews
Designation:	Pay and Reward Manager
Date:	January 2005

