**Libarian Job Description and Person Specification**

**June 2024**

Line Management: Assistant Head

**Specific responsibilities of the role include:**

* The management, development and promotion of the library as our central learning resource centre for Junior and Senior School, including physical and online resources
* Ensuring that all students and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible, ordering additional resources and materials as needed
* Administering and helping to interpret the school’s NGRT reading test
* Assisting SLT in developing and implementing a policy for the resourcing, management and use of the library to ensure that teaching and learning are effectively supported throughout the school
* Managing and organising resources, facilities and services, including IT, to provide flexible access and support for curricular and co-curricular activities, study support, independent and recreational use
* In consultation with teaching departments, researching, selecting, acquiring, organising and advising on learning resources in all formats to support the curriculum and teaching and learning in general
* Collaborating with teaching staff in the planning, development and delivery of any relevant learning and study skills programmes to equip students to make effective use of the learning resources available
* Working with individual departments to develop subject-specific teaching and learning resources both with the Library and across the school
* Promote and play a key role in organising relevant activities such as World Book Day, National Poetry Day and Cross Curricular Days, as well as booking occasional author visits
* Supporting departments and houses in promoting other school-specific reading initiatives
* Supporting individual students to make effective use of the learning resources available and supporting and monitoring students studying independently in the Library or elsewhere as needed
* Promoting the active participation of students and teachers in accessing the full range of facilities available through the Library in order to maximise their learning opportunities and encourage reading for pleasure
* Running lunchtime reading groups, shadowing the Carnegie Prize and organising other student-based activities to promote reading
* Managing the Library budget
* Developing students’ techniques in retrieving information, utilising the resources supplied by the Library (particularly at KS3) by running class and tutor sessions
* Maintaining an atmosphere conducive to study and learning within the Library
* Preparing an annual Library Development Plan in line with the overall School Development plan
* Indexing, cataloguing and classifying learning resources and developing and maintaining accurate and reliable catalogue and lending systems, to facilitate accessibility, use and control of stock
* Ensuring that the law of copyright is observed and that appropriate licenses are in place to minimise the risk of claims against the school
* Instructing students in supporting the Librarian, for example as junior librarians
* Supporting the Marketing department at Open Events such as: Open Mornings, Discovery Mornings and Sixth Form Information Evenings, showcasing the Library and meeting with prospective parents and students
* Fostering an attractive atmosphere and environment which is conducive to a positive learning experience for users, and which presents an attractive and exciting image to visitors, in particular potential students and their parents
* Taking responsibility for personal professional development, keeping up to date with new approaches, facilities and technologies relevant to learning resources
* Supporting the professional development of staff by maintaining a CPD library in collaboration with the Assistant Head and other stakeholders
* Monitoring and evaluating the effectiveness of the services provided by the library/learning resource centre to ensure that it is meeting the needs of the school community
* Developing strong, positive relationships with all colleagues, contributing to collaborative work across the school in order to develop and share best practice
* Assisting the Partnership and Events Coordinator with prizes and books for Speech Day

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

The Maynard is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Experience and qualifications |  |  |
| Chartered Librarian (MCLIP or equivalent) |  | **X** |
| Educated to degree level or equivalent |  | **X** |
| Competent and experienced user of a range of IT applications | **X** |  |
| Experience in a similar role | **X** |  |
| Previous work experience in a school |  | **X** |
| Excellent written and verbal communication | **X** |  |
| Demonstrable experience in a varied and busy role | **X** |  |
| Skills and competencies |  |  |
| Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential level of influence on the school and its operation | **X** |  |
| Approachable and trustworthy | **X** |  |
| Ability to manage a busy workload with sometimes rapidly shifting priorities  | **X** |  |
| Effective communicator with strong interpersonal skills  | **X** |  |
| Flexible and adaptable  | **X** |  |
| Good work attendance record  | **X** |  |
| Personal qualities  |  |  |
| Positive, proactive, willing, flexible, calm, reliable, reactive, friendly, hard-working, helpful and professional in attitude  | **X** |  |
| A people person – able to demonstrate excellent interpersonal and communication skills – both oral and written  and a willingness to foster positive relationships within school and the wider Maynard community   | **X** |  |
| Highly organised with an excellent eye for detail and ability to multi-task   | **X** |  |
| Able to see the bigger picture and do as much as possible to help others do their job | **X** |  |
| Efficient and effective | **X** |  |
| Enthusiastic and self-motivated – will actively seek to further the school’s best interests | **X** |  |
| Good sense of humour | **X** |  |
| A creative mind with an ability to suggest improvements – problem-solving skills | **X** |  |
| Adaptable and willing to try new concepts, ideas, methods including new technologies | **X** |  |
| Personal integrity | **X** |  |
| High degree of initiative and common sense - able to work independently on tasks and prepared to take responsibility for their area of work | **X** |  |
| High working standards for self and others  | **X** |  |
|  Ability to exercise judgement and know when to seek advice  | **X** |  |
| Team player - ability to work as part of a team, working co operatively and sensitively with others | **X** |  |
| Flexible approach and the ability to adapt to changes in working methods and approaches  | **X** |  |
| Willingness to participate enthusiastically in all aspects of school life  | **X** |  |
| Be committed to safeguarding our pupils in line with the school’s Safeguarding Policy | **X** |  |

**Terms of Employment**

Salary

• Dependent on experience

Hours

• Part time (3 days 8am – 4.30pm), term time only (34 weeks per year)

**Benefits**

• Free Lunch is provided for all staff.

• Staff have access to school facilities such as the gym

• Free on-site parking is available pro rata

• Cycle to work scheme

• Generous contributory defined contribution pension scheme

• Staff fee discount of 50% (eligible after passing probationary period)

• Access to counselling

**Conditions**

• The position is subject to Enhanced DBS and satisfactory references being obtained