



Diocese of Middlesbrough



Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
Head Teacher: Mrs S L Keelan-Beardsley



Job Description

Job Title:	Senior Librarian
Job Purpose:	To take the leading responsibility for the organisation and day to day management of the Learning Resource Centre across both the upper and lower sites; to work alongside the English department, Student Support and other subjects to support the delivery of the curriculum
Accountable to:	Head of English, Head teacher and Governors
Accountable for:	Supporting Learning
Liaising with:	All teaching staff including the school SENCO
Salary Grade:	Grade 6
Disclosure level:	Enhanced
General responsibilities and key tasks as shown below:	
Main (Core) Duties	
Library Management	<ul style="list-style-type: none"> To co-ordinate and lead the Librarian Team To create an effective learning environment and update current resources and systems Ensure that the library is both accessible and attractive to different groups of students, that is to ethnic groups, boys and girls, students with special educational needs, high attaining students and EAL students; to develop the individual research skills of all students To maintain the library as an inviting and orderly resource for students and staff, ensuring an effective learning and working atmosphere in the library that complies with health and safety requirements To make bids for and ordering of resources as appropriate To arrange and update lists of groups using the library Promote reading for pleasure through displays, assemblies, book events and author visits To coordinate break/lunch time activities to make the library an inviting place, and to coordinate library

	<p>events, eg World Book Day, mock trials, Debating Club, BBC 500 words, Chess Club, Debate Club etc.</p> <ul style="list-style-type: none"> • Liaise with relevant staff to ensure that the library provision reflects the current curriculum and needs of the school • Develop and deliver an induction programme for students relating to the library that encourages reading • To be aware of the full range of young people’s literature and to recommend appropriate, motivating and challenging book choices • Liaise with external agencies and establishments to ensure that maximum use is made of appropriate materials and information provided, for example, museums, charities, archive services and further/higher education institutions • Train, develop and supervise a team of student library assistants • Contribute to the evaluation of the school’s library and make recommendations regarding its development
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<p>Curriculum and Teaching & Learning</p>	<ul style="list-style-type: none"> • To liaise closely with the English Department and be able to work with classes/small groups of students in liaison with the class teachers • To organise trips that support and promote literacy • To co-ordinate the Lexia programme in liaison with the English KS3 coordinator and SENCO • To co-ordinate the running of reading groups and resources to improve whole school literacy • Manage, track and monitor reading data and liaise with key staff in order to raise attainment • To keep up-to-date with software packages to improve whole school literacy • Contribute to learning programmes across the curriculum to develop research and independent learning skills • To work with the Head of English to design and implement a reading programme to take place in English curriculum time for years 7 and 8 • To liaise with the SENCO regarding reading interventions for weaker readers.
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<p>General Requirements</p>	<ul style="list-style-type: none"> • To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regards • Attend scheduled meetings with the librarians and, when required, with the English team • Actively seek to develop professionally and participate in the school appraisal process
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	<ul style="list-style-type: none"> • Carry out all duties and responsibilities with due regard to the school policies • Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau • Be prepared to carry out additional duties, which may reasonably be required by the Head teacher. • In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
Communication and skills	<ul style="list-style-type: none"> • To communicate effectively (using agreed school policies) with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • Be aware of new technology and have a good level of technological competence • Ability to maintain detailed records of resources • Ability to interact effectively with students to assist learning • Ability to interact effectively with and support teachers in the delivery of the curriculum
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	