PINEWOOD

Est. 1875

JOB DESCRIPTION

SCHOOL LIBRARIAN

Line Manager: Deputy Head

Hours Required:

4 or 5 days per week during term-time plus up to one week during the school holidays to prepare the library for the term ahead.

In addition, attendance will be required at Staff Inset Training Days at the start of each main term.

General description of job: To manage the Pinewood School Library providing, promoting and encouraging access to reading and information for all pupils and staff. To help pupils become confident, independent learners and to encourage all pupils to develop a love of books and reading.

Main Tasks:

Managing the Library

- To oversee and facilitate the use of and maintenance of the library.
- To research and implement ideas and strategies for the development of the school library provision and its services for both pupils and staff.
- To ensure high quality, relevant books and other resources are accessible to pupils of all ages and abilities.
- To provide books and resources which adequately reflect our wider world and our society including diverse, inclusive and representative titles.
- To ensure the Library is a welcoming place for all pupils and staff with well-stocked and organised shelves.

- To ensure the stock within the Library is regularly edited to keep it up to date, relevant and attractive.
- To complete book selection in conjunction with subject staff, selecting new titles via consideration of publisher catalogues, book suppliers and visits to Book Shops.
- To manage books being issued, book returns and shelving.
- To catalogue, index and classify library resources.
- To manage and update the Library notice board ensuring events are well publicised.
- To take responsibility for the library management system (Accessit) ensuring this is up to date and holds accurate records.

Providing Support to Staff & Pupils

- To support staff by providing resources and information for all areas of the curriculum.
- To plan and implement library-based learning opportunities and lessons for pupils.
- To supervise pupils in the Library in line with the School's Behaviour Policies.
- To build on pupils' interests and enthusiasm by providing appropriate resources.
- To actively promote and encourage reading by providing an attractive, welcoming environment with good guiding, displays and book lists to help with selecting books.
- To organise and publicise relevant events and Author Visits in the Library taking on board pupil suggestions.
- To generate and develop a 'love of books'.
- To make all pupils confident and independent users of the library by the teaching and practice of library, information and study skills.
- To assist in the process of making children self-motivated, independent learners who are equipped for the changing world of the classroom and beyond.
- To support pupils (from Year 5 and above) in becoming Pupil Librarians with responsibilities of dealing with book returns, shelving and manning the Library at break times.
- To communicate to all staff regarding developments in the library to allow these to then be publicised to pupils.

Involvement in Department Meetings & Across the School

- To attend English department meetings.
- To manage the School's Accelerated Reader programme in conjunction with the Heads of English.
- To manage the Pre-Prep Library ensuring appropriate books and resources are available to pupils.

Training

- To attend relevant training days run by professional bodies.
- To attend Staff Inset Training as required.

Budget Responsibilities

- To manage the Library Budget capitalising on the subscription to the Learning Resources Hub to borrow appropriate resources.

Safeguarding of children

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.

Essential competencies:

- Experience of working with children to encourage a love of reading.
- Ability to demonstrate a genuine love of books and reading.
- Attention to detail and ability to accurately maintain management systems.

Desirable competencies:

- Previous experience of working or volunteering as a Librarian.
- Relevant academic qualifications as a Librarian.

Employees Benefits include:

- Support Staff Pension Scheme.
- Free lunch and snacks provided during term-time (as available to the children).
- Complementary coffee and tea during the working day.
- Free car parking on site.
- Cycle 2 Work scheme.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.
- Staff Well-Being Programmes and Support Groups.
- GP24 online GP service.

Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.