



St. Aubyn's School

Bravely, Faithfully, Happily



School Librarian

Full time, term-time only, permanent

Start date: September 2024

St. Aubyn's School is seeking a new School Librarian to join us this September, to manage our library and promote literacy and a love of reading among our children. This is a permanent, term-time only role.

The successful candidate will have significant relevant experience working in a library, ideally in a school setting. They will have experience working with children and will have a passion for children's literature, and ideally experience of supporting children's learning and literacy development.

The successful applicant will join a friendly, enthusiastic, hard-working team, who consistently strive to improve teaching and learning, and continue to raise standards. Benefits include reduced school fees, free car parking and lunches.

For a full job description and to apply please visit our website www.staubyns.com (CVs alone not accepted).

Salary: £30,000 (actual salary for term-time only role)

Closing Date: 11.59pm, Wednesday 17th July 2024

We reserve the right to appoint at any time within the advertising period

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and the successful applicant will be subject to appropriate child protection screening including an Enhanced DBS check.

St. Aubyn's (Woodford Green) School Trust
A company limited by guarantee

Registered in England and Wales No. 1218766 Charity No. 270113
Registered address Bunces Lane, Woodford Green, Essex. IG8 9DU

Job description

Job title	School Librarian
Department	Whole school
Reports to	Deputy Head (Academic)
Line manages	n/a
<p>Job summary</p> <p>The School Librarian's key function is the management, development and promotion of the library and its collections within the school in order to ensure an efficient and effective service is provided to all users including pupils, parents, staff and other stakeholders.</p>	
<p>Key duties and responsibilities</p> <ul style="list-style-type: none"> • Develop, implement and maintain a policy for the management and use of the library as a resource which supports teaching and learning across the school. • Plan, deliver and evaluate a scheme of work for pupils to develop their information literacy skills. • Provide leadership in the development of a whole school reading culture through reading promotion strategies including reading challenges, reading motivation assessments and events such as Book Week. • Train pupils and staff to use the library's resources in order to promote independent learning. • Support the Heads of Department in the delivery of reading-related or pastoral initiatives e.g. reading partners, literature circles, young managers. • Manage pupil, staff and parents' enquiries and resource requests ensuring they are dealt with in a timely and efficient manner. • Manage a budget for the acquisition of new materials for the collection, learning resources and other appropriate items to maintain the library environment. • Plan strategically for the continuous development of the library and its collections through the school audit process and the monitoring of new developments in library and information services. • Monitor and evaluate the effectiveness of the library service and where necessary implement changes to meet new priorities. • Create and maintain a safe environment for learning and the well-being of pupils. • Communicate with stakeholders through a range of channels including the Head's weekly newsletter, email, curriculum directory, parent handbook and formal presentations. • Be proficient in a range of ICT including Microsoft Office packages, VLE, e-Book platform, educational apps and online resources. • Issue and return items. Maintain an effective library catalogue and ensure that borrower records are accurate and the new resources are catalogued to local policy standards. • Select, acquire and organise resources (in a range of formats) for the library's collections to meet users' recreational, learning and curriculum needs. • Maintain the collection through an ongoing process of evaluation and withdraw any materials which do not meet requirements outlined in policy. • Complete administrative tasks including risk assessments and inventories. 	

- Participate, when requested, in staff meetings and other appropriate working groups.
- Any other duties appropriate to the post as reasonably required by the Head or appointed nominee.

Safeguarding

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.

St Aubyn's policy and procedure

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

Person specification

Job title	School Librarian
Department	Whole school

Criteria
<p>Qualifications</p> <p>GCSEs including English and Maths at grade C or equivalent (E)</p> <p>Relevant further qualification (D)</p> <p>Commitment to continuous professional development (E)</p>
<p>Experience</p> <p>Experience of working in a library setting (E)</p> <p>Experience of working within a school environment (D)</p> <p>Experience of working with children (E)</p> <p>Experience of administration and management of resources (E)</p> <p>Experience of supporting children's learning and literacy development (D)</p>
<p>Knowledge and skills</p> <p>Ability to plan and manage own workload (E)</p> <p>Ability to work under pressure (E)</p> <p>Effective record keeping (E)</p> <p>Ability to work effectively as a member of a team (E)</p> <p>Clear written and spoken communication skills (E)</p> <p>The ability to comply with policies and procedures related to child protection and health and safety (E)</p> <p>Excellent numeracy and literacy skills (E)</p> <p>Good IT skills including knowledge of (or aptitude to learn) library cataloguing software (E)</p> <p>Knowledge of and interest in children's literature (E)</p>
<p>Aptitudes</p> <p>Commitment to delivery of high quality services (E)</p> <p>Ability to form effective personal relationships with children, parents and colleagues (E)</p>

Ambition to continually improve (E)

A positive, 'can do' attitude (E)

An appreciation of the School, its tradition and history (E)

E = Essential for post

D = Desirable

July 2024

