



# GRAYS CONVENT HIGH SCHOOL

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Librarian
<b>GRADE:</b>	Band 5
<b>RESPONSIBLE TO:</b>	Deputy Headteacher
<b>KEY LIAISON WITH:</b>	Teachers, Administration Staff, Pupils

### JOB PURPOSE:

To co-ordinate activities within the library, providing a comprehensive service to both students and staff. To plan and implement school policy in relation to the library to achieve an efficient, structured provision within the school.

To provide support in the use of the library for research and pleasure reading. To support curriculum led activities, providing, maintaining, organising and managing resources

### ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standards of conduct which prevent discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health & Safety Policy and all locally agreed safe methods of work.

To participate in employee development and training and Performance Management and contribute to the identification of own team development needs.

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

### PRINCIPALTASKS

- Maintaining all stock control, buying, accessing and recording on the school Library system.
- Updating staff and pupil records on the School Library system.
- Issuing, returning, renewing library books during lunch times and during English library lessons.
- Ensure the Library is kept up-to-date and well stocked with books and that they are kept in good condition ie covering.

- Teaching library skills to new students.
- Co-ordinate and ensure Grays Convent participation in Carnegie Shadowing, Kids Lit Quiz, Essex Book Awards and any other events.
- Management of the Renaissance Learning system ensuring liaison with the Head of English.
- Work with students during Library lessons, advising on the correct level of books following the STAR reading test.
- Work with staff to ensure all students are tested and check the word counts on the Renaissance Learning system.

**Other duties:** The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Child Protection:** The post holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible or with whom he/she comes into contact

**Any other duties reasonably expected to be undertaken by a post holder at this level.**

**This job profile has been discussed and agreed between the employee and their manager. It reflects the key areas of accountability for the post holder.**

**Both parties recognise that a job description does not encompass everything a post holder is required to do and that the needs of the School will change over a period of time.**

**Confirmation of discussion and agreement between the Headteacher and employee that this represents the role of the employee.**

Employee	Headteacher
<b>Name</b>	<b>Name</b>
<b>Signed</b>	<b>Signed</b>
<b>Date</b>	<b>Date</b>