

Stratford upon Avon School

Job Title: **School Librarian (temporary linked to maternity cover)**

Grade: **Band D (Points 3-4) (details at Appendix 2)**

Hours: **20 hours 50 minutes per week, 39 weeks per year**

Reporting to: **Assistant Headteacher**

Working with: **Sixth Form Study Skills Coordinator**

Main Purpose of Job

To run the library and ensure that the Independent Study Centre makes a major contribution to learning across the school. The School Librarian will undertake a range of duties including issuing resources, answering queries, deputising for the Sixth Form Study Skills Coordinator and will have the opportunity to work with students to promote reading and library use.

Key Responsibilities

- Helping students and staff to find books and information.
- Assisting students with homework support.
- Assisting staff and students with ICT such as basic computer packages, printers, scanners and photocopiers.
- Supervising and managing behaviour of individuals and groups of pupils within the library.
- Overseeing and training a team of voluntary pupil librarians.
- To issue resources in and out using the ISC computer software
- Organise reader development activities such as reading groups, reading schemes, author visits and quizzes etc.
- Tidying library shelves and other display areas.
- Administrative duties as required.
- Make the library attractive and accessible to pupils and staff, including creating of displays, guidance and publicity materials.
- Assisting teaching staff with classes in the ISC on research, reading, or information handling skills.
- Facilitating independent learning and reading for pleasure with individuals or small groups of learners.
- Maintain and develop the ISC's computer-based management system, including the reader database, circulation records, catalogue and enquiry database.
- Promote and develop the use of the ISC by students and staff
- Supervising the operation of the ISC during the Sixth Form Study Skills Coordinator's lunch break/and or absence.
- Supporting the school's college system by participating in whole school initiatives such as inter college challenges, extracurricular clubs, sports day, assisting with form group activities etc.
- Oversight of the student librarians and management of the school library trolley, taking books out to the school.

Other Duties

- Repair of resources e.g. book spines.
- Creating and maintaining borrower records.
- Creating and maintaining catalogue of resources.
- Preparing new items for addition to ISC.
- Supporting the school's college system by participating in whole school initiatives such as inter college challenges, extracurricular clubs, sports day, assisting with form group activities etc.

Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

General

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.
- Any other duties commensurate with the post

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Students

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

School Librarian

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 20 hours and 50 minutes per week term time only - 39 weeks per year.
Hours of work 11.00am – 3.10pm Monday to Friday

Working weeks will be 39, comprised of 38 weeks of school terms plus 5 staff learning days. Actual dates to be designated on a year-by-year basis. Staff working less than a 37-hour week will work pro-rata training day hours, either pro-rata on each training day OR a pro-rata number of training days, by agreement with HR.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 22 days for new entrants to schools, academies or local government. 25 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band D (points 3-4) is within the range £19,643 to £20,036, starting point depending on experience and qualifications.

The actual salary for the hours / weeks worked will be in the range of £9,539 to £9,730 pay award pending and subject to any continuous service.

*All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.
This post is subject to an Enhanced Disclosure.*