THE HEATHLAND SCHOOL
LIBRARIAN
Grade Scale 6 Point 16 – 20 – Actual salary £30,915 - £32,795

Term time plus 5 INSET Days – 39 weeks per year
36 hours a week

JOB PURPOSE

The management, development, promotion and evaluation of an effective learning resource and information service which supports learning and teaching across the school.

KEY ACCOUNTABILITIES

Assistant Headteacher [Progress and Intervention]

Main Purpose of the Role

1. The Librarian will organise and manage the school library, ensuring it is actively open throughout the day and accessible to all students and staff within the school community, encouraging its use for teaching and learning, independent study and cultivating a passion for reading.
2. The librarian will ensure the library is used effectively by classes, groups, and individuals. The postholder will deliver a high-quality lending service, promote reading and literacy, and support the educational aims of the school.
3. The librarian will develop and promote the library as a hub for enrichment, home learning, and independent study.
4. The Librarian will supervise Sixth Form Independent Study periods.

Key Responsibilities

- Organising and managing the library, ensuring its effective use by classes, groups and individuals before, during and after school hours.
- Deliver an effective day-to-day lending service for pupils and staff
- Implement a library policy which incorporates the educational aims and objectives of the school supports the objectives of the whole school literacy aims, and complies with data protection, copyright, health and safety legislation and the school's ethos
- Work in collaboration with the Assistant Headteacher [progress and intervention] to devise and implement the library action plan which supports the whole school literacy aims for raising literacy standards across Key Stage 3, 4 and 5. The plan should be reviewed throughout the academic year to measure impact.
- Maintain the process for identifying overdue books weekly by using the monitoring and tracking system to ensure all borrowed books are either returned or charged to families. This includes:

– Recording overdue books on the live monitoring spreadsheet
– Recording books on the Reading Cloud system with consistent coding
– Sending reminder letters to parents at appropriate intervals with follow up communication
– Liaising with the Finance department to add book replacement costs to ParentPay accounts
– Updating the tracking spreadsheet to reflect book status (returned, paid, or requiring further action)
– Following up with further correspondence and parent phone calls for outstanding books

- Replenishing lost or damaged stock
- Manage the library budget to ensure appropriate resourcing of the library.
- Recruit, supervise, train, and reward pupil library assistants
- Supervise and support pupils using the library during break, lunch, and after school, maintaining a welcoming, supportive, and learning-focused environment
- Promote and support the Accelerated Reader programme, including organising books by ZPD codes, tracking and monitoring book ranges, providing weekly reports to relevant coordinators, and working alongside teachers in reading lessons to support pupils with selecting books and reading.
- Promote the enjoyment of reading, for example by supporting English lessons in the library, leading reading sessions, sharing recommended books, and linking to library reading themes (e.g., Black History Month)
- Support reading initiatives during tutorial time each morning
- Support whole school literacy and reading week, collaborating with the Literacy Coordinator to set up a yearly book fair and other relevant activities
- Invite authors to the school, in liaison with the English department, to promote reading
- Supervise Sixth Form students using the library for independent study during the school day ensuring students register on arrival and maintain a silent, focused working environment.
- Oversee Sixth Form students placed in Centralised Behavioural Sanction (CBS)/detention on Friday period 5 and 6, ensuring compliance with library protocols and completion of assigned work.
- Monitor Sixth Form student conduct and enforce library rules and maintain a calm and orderly environment
- Liaise with Sixth Form pastoral staff if behavioural concerns arise.
- Ensure library practice is up to date by maintaining professional development and links with the Local Authority and appropriate bodies
- Follow all safeguarding procedures and complete training as required
- Develop and implement a booking system for staff to reserve the library for lessons, with 2 weeks' notice
- Liaise with departments, providing support and advice to staff and pupils on the selection and use of information resources for curricular and leisure needs
- Update the staff reading section at the start of each year; collaborate with staff to develop an academic reading section
- Publicise library events and reading initiatives.
- Provide and recommend CPD resources for staff, including induction to the library on INSET day each September.

- Work with Learning Support to provide resources in the library stock for pupils with SEND and EAL needs and weak readers.
- Maintain accurate records of library usage, popular books and actions; report termly to the HLT.
- Conduct an annual audit every May to check library stock.
- Create and maintain a library section on the school website for students, staff, and parents to promote library facilities and events – linking to Reading Cloud.
- Produce a termly library newsletter to communicate updates and promote via the school website.
- Publicise events and news in The Heathlander publication.
- Undertake ongoing professional development and maintain links with external agencies, attend HEP meetings and librarian network meetings, including National College CPD.

This job specification may be re-negotiated if the needs of the school change in the future

Person specification:

Role of librarian

ESSENTIAL	DESIRABLE

Skillsa, attributes and qualities

Good GCSE passes in English and Maths or equivalent (Grade 4/C+ or equivalent)	Further or ongoing training for example CILIP
Evidence of continued professional development	
Librarian qualification (NVQ or degree level)	Experience of using programmes to promote reading. For example, Accelerated Reader.
Excellent organisational and administrative skills	
Good knowledge of library management systems and information resources	
A knowledge of current education and trends in children's and teenage publishing	
Ability to stay calm and polite under pressure	
Confidence in working with young people from 11-18	
A willingness to be flexible, take on challenges and have a proactive approach	
Commitment to safeguarding in a school context	
Strong communication and interpersonal skills	
Ability to promote reading and literacy across the school	

Enthusiasm for reading and learning	
Commitment to upholding and promoting the ethos and values of the school	
Ability to work independently and as part of a team	
High standards of professionalism and integrity	
Commitment to equality, diversity, and inclusion	
Ability to maintain confidentiality at all times	

Experience

Familiar with library management software	Knowledge of a secondary school working environment
Knowledge of using I.T. and Microsoft Office software packages such as Word and Excel, and expertise in online searching using the internet and a range of subscription services	
Previous experience working in a library or information service, ideally within an educational setting	