



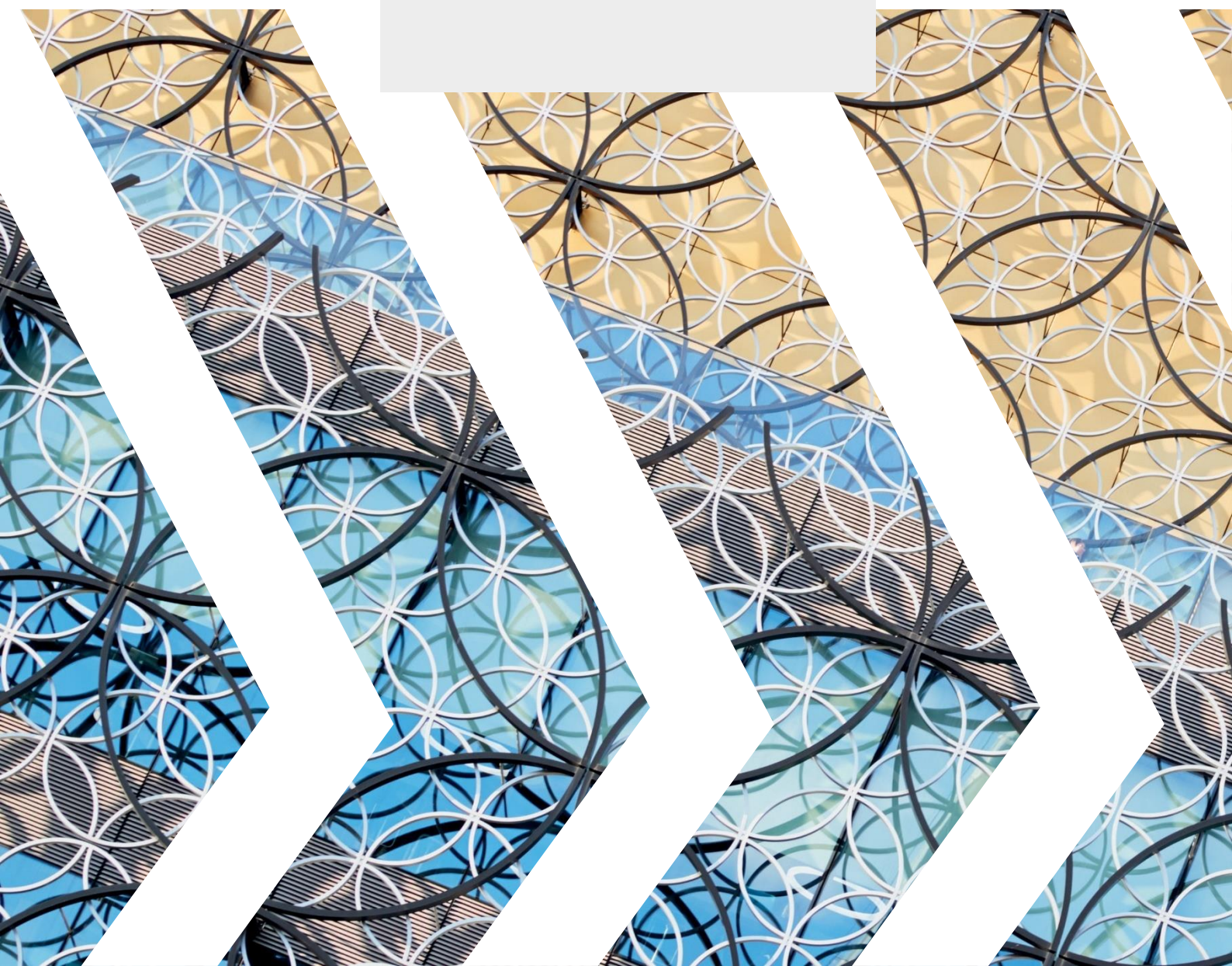
# **FAIRFAX**

MULTI-ACADEMY TRUST



**LIBRARIAN**

**JOB DESCRIPTION**



## **JOB DESCRIPTION**

### **LIBRARIAN**

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## **JOB PURPOSE**

To manage, develop and promote the library within the school to ensure that an effectiveness resource and information service is provided to all students and staff.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

## **MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST**

### **SUPPORTING THE STUDENTS**

- Plan and oversee the organisation and management of the library including the financial management of the library resource budget and the preparation of financial estimates. Contributing to the annual report to the Governing Body on developments in the library
- Contribute to curriculum development through faculty and departmental discussions and informal liaison with individual teachers
- Selection, acquisition, organisation, promotion and maintenance of book and non-book resources to cover the full age and ability range of the school community, and to ensure an equality of opportunity for all pupils and staff
- Arrangement of materials for effective retrieval including the systematic indexing, classification and cataloguing of all library resources
- The dissemination of information relating to those resources to staff and students as appropriate
- To ensure a high standard of display materials to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure
- Participation with the teaching staff in the planning and development of the school's information skills and language programmes and active involvement in the delivery thereof
- To provide opportunities for student to work independently in the library at break times and after school
- Provide guidance and assistance to students on:
  - appropriate strategies for the selection of information sources to undertake assignments both from within the school and the wider community
  - the effective use of specific sources e.g. reference material and internet search engines
  - the choice of literature and materials to meet curricular and leisure needs
  - the compilation of book lists and other promotional material, where appropriate

### **SUPPORTING THE TEACHERS**

- Maintaining a high level of resource awareness relating to relevant course/subject areas
- Professional reading

### **SUPPORTING THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

### **GENERAL**

- Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations e.g. County Library Service, Museums Service, etc
- Responsibility for personal professional development making full use of advisory services and maintaining a high level of current awareness regarding children's literature and developments in education and librarianship, including attendance at School Librarian Management meetings, book selection meetings and courses as appropriate
- Other duties as required by the Line Manager and commensurate with the remuneration and responsibilities of the post
- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Engage actively in the performance review process
- Perform any other such duties as the Head of Academy may from time to time determine

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I have read and accept this job description

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Review and amendment**

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.



ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.  
DEDICATION.  
**AMBITION.**  
INTEGRITY.  
**TRADITION.**

