

## **JOB DESCRIPTION**

**Job Title:** School Librarian

**Hours of Work:** 8.00am to 4.30pm, with 30 minute lunch break and 2 x 15 minute breaks, morning and afternoon (37.5 hours per week) over 36 weeks

**Monday to Friday; term time only**

**Responsible to:** Senior Deputy Head (Academic)

**Accountable to:** Bursar

### **Main Duties of the role:**

- To develop, deliver and maintain a library policy which demonstrates that the library service and resources reflect the educational aims and objectives of the whole school, and meet the research needs and leisure reading interests of the 21<sup>st</sup> Century learner.
- To encourage and foster a love of reading across the whole school community.
- To develop, in association with teaching staff, a relevant information and research skills programme in support of the school curriculum, and to implement relevant units of this programme.

### **Specific Responsibilities in Support of Teaching and Learning:**

- Preparation and delivery of an annual Library Tactical Plan which reinforces and echoes the aims of the Whole-school Tactical Plan, and allows for future development of library provision.
- Working closely with teaching staff to provide advice, support and relevant, up-to-date resources (both print and digital) in support of teaching and learning across the curriculum.
- Arranging staff and student induction sessions so that all new members of the School community are aware of, and feel confident in using the library resources and services.
- In conjunction with teaching staff, establishing a cross-curricular approach to determining key research and information literacy skills which can be explicitly taught across all key stages. Delivering relevant sessions to students.
- Promotion of reading and literacy across the school to help develop a reading culture. This will include the regular inclusion of new fiction titles to library stock and advertising/promoting these titles via the plasma screens; planning and delivering “booktalking” sessions to KS3 students; encouragement of reading in tutor times; the maintenance of recommended reading lists; and the planning, co-ordination and promotion of special book-related events and activities e.g. author visits, World Book Day etc.
- Working closely with the English Department to plan and deliver the KS3 programme of fortnightly library lessons which support the literacy aims of the department by encouraging and developing a love of reading.
- In conjunction with English teaching staff, plan, resource and lead the Years 7/8/9 book clubs and the Carnegie Medal Shadowing Scheme.

- Supervision and support of groups and individuals in using the library resources, enabling them to develop the skills they need to become independent learners.
- Working closely with the EAL and SEN department to ensure that the library resources and support meet the needs of these students.
- Provide challenge and stretch for the A G & T students both in the resources provided and in the opportunities available for extension activities.
- Deliver specific research sessions to those students undertaking a research task for their EPQ qualification.
- Assisting the English Department in the planning and delivery of a literary-focused event for a designated year group during Activities week.
- Supervision and organisation of the Year 11 study leave sessions in the library
- Communication with parents, staff and students regarding Year 11 study leave provision.

### **Library Management:**

- Provide a welcoming and supportive environment throughout the school day for all library users, whatever their ability.
- Manage and supervise all aspects of the day-to-day running of the Emery Library.
- Provide strategic management for the 6<sup>th</sup> Form Centre library and liaise with the staff responsible for the day-to-day management of the area.
- Select, acquire, maintain and withdraw library stock for both library areas in the Senior School, ensuring a balance between subject and ability levels and showing an active engagement in diversity and equality issues.
- Ensure the accurate classification and cataloguing of all library resources, and maintain an accurate database on the Heritage library management system so that all users can effectively retrieve accurate information.
- Liaise with the Library Assistant and Literacy Co-ordinator in the Prep School to ensure a uniformity of approach to library organisation, research skills and stock selection.– transition
- Manage the Library budget effectively, in accordance with school procedures and principles of best value.
- Promote the work of the library both internally and externally through the use of displays and the plasma screens; information and publicity on the school website and the school VLE; attendance at Open Mornings and Year 7 Parents' Evening
- Monitor and evaluate the effectiveness of the library provision to ensure it continues to meet the needs of the school.
- Liaise with Leicestershire Creative Learning Services and other external agencies to ensure appropriate resources are obtained and full use is made of these advisory services.
- Develop networks with other library professionals through attendance at the annual East Midlands Group meeting and termly CLS meetings.
- Ensure the Health and Safety policy for the Emery Library is updated regularly and any areas of concern are reported to the Health and Safety Officer.

**General:**

- To attend any meetings as may be necessary from time to time.
- To undertake any training either for self-development or mandatory training
- To be responsible for the safe and proper completion of tasks ensuring that all Health and Safety and Environmental Health Regulations are fully observed and in particular that the requirement of “due diligence” is understood and complied with at all times.
- To work according to the Policies and Procedures of Ratcliffe College.

This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes or reasonable requests made by the Senior Leadership Team.

## Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded in 1847. The School is located just off the A46 at Ratcliffe-on-the-Wreake and is situated in 200 acres of beautiful grounds. There are 850 students ranging from age 3 to age 18, including a significant number of boarding students. There are over 250 members of staff.

### The terms related to this post are:

<b>Hours:</b>	Term time only, 37.5 hours per week over 36 weeks
<b>Salary:</b>	<b>£22,372 (actual salary)</b>
<b>Holidays:</b>	Holiday pay of 6.6 weeks per year pro rata will be included in the annual salary

### Additional benefits:

- Free lunches
- Free parking
- Free beverages throughout the day
- Contributory Pension Scheme
- After qualifying period, staff discount on School Fees

This post is subject to the terms and conditions of employment for Support Staff.

**The closing date for the receipt of applications is: 1.00pm on Tuesday, 27 August 2019**  
**Interviews will be held on Thursday, 05 September 2019**

Application is by completion of the on-line application form on our website:  
[www.ratcliffecollege/about/vacancies](http://www.ratcliffecollege/about/vacancies)

Should you have any problems completing the form or require any further information, please contact Mrs Jane Orton, HR Manager, tel: 01509 817089; email [HR@ratcliffecollege.com](mailto:HR@ratcliffecollege.com)

Ratcliffe College is committed to safeguarding the welfare of children and all applicants must be willing to undergo child protection screening, including checks with past employers and enhanced screening through the Disclosure and Barring Service.