



RAINHILL HIGH SCHOOL

Job Description

<u>Job Title:</u>	School Librarian
<u>Grade</u>	Scale: NJC SCP 12-17
<u>Contract</u>	37 hours per week, term-time only plus 3 weeks
<u>Responsible to:</u>	Head of English/Literacy Coordinator
<u>Responsible for:</u>	Students, Resources

Purpose of the post: Manage the operational process and day-to-day running of the school library. To possess a genuine love of literature partnered with the zeal, creativity and drive to inspire a reading culture that develops impassioned life-long readers.

Specific Responsibilities

1. Library Management

- Use the “Eclipse” library system to catalogue books and other library resources; issue, return and renew books, generate reports and ensure that an effective system is in place to recall library books, so ensuring no loss of stock.
- Manage resources within the library, including the selection and organisation of books and other learning materials, subject to approval from the library budget holder.
- Ensure that the library is a well-ordered and an aesthetically pleasing space, encompassing the creation and upkeep of visually pleasing, changeable library displays.
- Manage the student librarian team, student helpers and volunteers assigning tasks and ensuring that student voice remains integral to the development of the school library.
- Assist in the promotion of a school-wide culture of reading through the implementation of library events, competitions and challenges; and the creation and development of after-school library clubs.
- Assist students in the selection of reading materials, recommending books as appropriate.
- Support the facilitation of library events.
- Ensure that library events and activities are represented in assemblies and form-time messages.

Headteacher: Mrs Josie Thorogood

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- Maintain a photographic and electronic record of key library events, to assist the Literacy Co-ordinator and Marketing Manager in the elevation of the library's public profile through external communication channels, including social media.
- Manage behaviour within the library at break and lunch-times, promoting high standards of conduct by establishing a positive, friendly and engaging working atmosphere.

2. Literacy Assessment online

- Support the English faculty in administering and recording reading tests to students as per the agreed calendar
- Occasionally deliver small group interventions, as directed by the Head of English or Literacy Coordinator.

3. Other

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation, evaluation and discussion.
- To comply with the Data Protection Act and School policies and procedures.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

Additional Duties

To be willing to be trained as, and to be one of the school's many, First Aid Officers (for support staff recruited after September 2004).

Any other duty deemed reasonable, as directed by the Headteacher.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

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Generic responsibilities:

- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
- To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all Staff should at all times be supportive of School policies for the Students;
e.g. professional, and appropriate, appearance at all times including when out of School, eg trips, CPD etc.

The post is subject to Enhanced Disclosure.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: _____

Date: _____

Signed: _____

Date: _____

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