



Librarian

Salary Scale 5 Points 8 – 11 £20,493 – £21,748 plus London Fringe
37 hours a week term time only.

Salary and London Fringe will be pro-rata accordingly.

Start date negotiable

We are looking to recruit a Librarian to run our Learning Resources Centre (LRC) in our expanding school.

If you have a passion for books and learning, enjoy interacting with young people and feel you can making a difference then this could be the role for you.

It is essential that the successful candidate will have experience in being responsible for maintaining and overseeing the use of the LRC.

Desirable qualities are:-

- Have good communication skills
- Be organised and able to priorities work effectively
- Collaborate effectively with colleagues
- A genuine belief in the potential of every pupil

If you like to feel you make a difference to the next generation and can go the extra mile this role is for you.

Closing date: Thursday 4th November 2021

Interviews will be held week commencing Monday 8th November 2021

For further information please contact Mrs M Campbell by email michaela.campbell@kha-tkat.org

Application packs are available to download from our website www.kha-tkat.org CVs will not be accepted unless accompanied by a completed application form.

King Harold Academy is part the Kemnal Academies Trust (TKAT) which enables the schools and departments to work collaboratively. This provides an excellent support network and idea sharing platform across the trust as well as a wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy.

Safeguarding



Your Children
Our School
Their Future



TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part time or on a flexible basis.

● Challenge ● Support ● Inspire ●



Job Description

Name:

Responsible to: AHT – SEND and Inclusion

Scale:

Responsible for

- Strategic planning and operational management of your responsibilities.
- The development, maintenance and co-ordination of the Learning Resource Centre.
- To contribute to the literacy development, the independent learning of all users and building a strong culture of reading
- Challenge Support and Inspire students in all aspects of the care and guidance that you provide

Purpose:

- To enforce the school's vision for learning through high expectations of behaviour and safety, including standards for behaviour, attendance and punctuality
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

Key Responsibilities:

- Overall responsibility for management of the LRC
- To create, review and implement policies and development plans for the LRC in collaboration with Senior Management.
- To contribute to whole school policies as and when required.
- To create and promote a positive learning environment in the LRC.
- To manage pupil use of the LRC in accordance with school behaviour policies.
- To plan, manage, monitor and prioritise the LRC budget and meet user needs within the principles of authority Financial Regulations and best value.
- To control the library management system including overdue books, checking books in and out and updating pupil records
- To catalogue and classify resources.
- To identify own training needs, attend INSET sessions as required and agreed.
- To actively update own knowledge on education and ICT initiatives.
- Liaise with Heads of Departments to discuss how departments can make best use of the LRC.
- To actively update knowledge of initiatives in information and librarianship, particularly school librarianship.
- To manage an appropriate range of resources to support the curriculum and recreational needs of users.



- To collaborate with teaching and other staff on the LRC contribution to curriculum development and delivery.
- To raise awareness of and assist in the promotion of literacy throughout the school.
- Contribute to the development of lifelong individual learning skills.
- To collaborate with outside agencies and other Library services to supplement and enrich LRC resources.
- In collaboration with Careers staff, manage Careers area in the LRC and assist pupils with the use of the Careers Library.
- To be proactive within the school on issues relating to the LRC and liaise with Senior Managers on these issues
- To meet with Line Manager to discuss current initiative and how they impact on the LRC.
- To create and maintain an accurate procedural manual.
- Such other duties as may be required by the Headteacher.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.

Communications

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively where required.
- To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

Staff Development and Wellbeing

- To take part in the school's CPD programme where appropriate
- To continue personal development including subject knowledge
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Care Guidance and Support

- To promote the general progress and well-being of individual students
- To apply the Behaviour for Learning policy so that effective learning can take place.

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example



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- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

Health and Safety

- Have due regard for the school Health and Safety policy and any such issues particular to their subject.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.
- Have due regard for student safety and report any concerns to the appropriate school body.

Accountability and discretion

- To take and be accountable for all decisions made within the parameters of the job description

STANDARDS

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

_____ Post Holder

_____ Line Manager

_____ Head of School