



## Librarian

<b>Team:</b>	<p>Learning Resource Team</p> <p>This role is also part of the Operations Team at Wilson's School, which consists of all support, technical and administrative staff members.</p>
<b>Performance Reviewers:</b>	<p>Member of the Leadership Team and Director of English</p>
<b>Hours of work:</b>	<p>19 hours per week, across up to 190 days (38 weeks) per annum through the school's term time.</p> <p>Standard working day of 12.50pm to 4.45pm Monday to Thursday and 12.50pm to 4.10pm on Friday.</p>
<b>Place of work:</b>	<p>Wilson's School, Mollison Drive, Wallington, SM6 9JW</p>
<b>Key Purpose:</b>	<p>To manage the school's Library and to supervise pupils.</p>
<b>Detailed Job Description (Duties &amp; Responsibilities):</b>	<p><b>Library management</b></p> <ul style="list-style-type: none"><li>• Effectively use the Oliver Library system and other online platforms to manage both physical library stock and the online borrowing service.</li><li>• Analyse the data generated by the Oliver Library system to report regularly to senior leaders on pupils' reading habits.</li><li>• Play a key role in encouraging pupils to develop habits in reading for pleasure and guide them in appropriate, engaging and challenging choices.</li><li>• Prioritise (in all aspects of the role) the needs of the most disadvantaged and vulnerable pupils, and those with SEND, including in providing additional support and encouragement to strengthen their reading habits.</li><li>• Organise engaging library-based events which promote a love for and habit of reading, writing and oracy.</li><li>• Order and catalogue books and manage these resources.</li><li>• Liaise with Heads of Department to ensure that appropriate and relevant books are available for staff and pupils.</li><li>• Liaise with the Director of English to ensure that the fiction lending library is kept fully and appropriately stocked.</li></ul>

- Ensure the library stocks and promotes a wide range of books celebrating the diversity of the school and our Equalities objectives.
- Ensure that the library is kept in an orderly manner, that displays are kept up to date and that the atmosphere of the library is welcoming, interesting and a space that encourages pupils to embrace the ethos of the school, enjoy reading and undertake their studies.

#### **Pupil supervision**

- Promote the ethos and values of the school, maintaining at all times a scholarly environment.
- Ensure standards of behaviour are high and the library and School Code of Conduct are adhered to by adopting a confident, clear, firm and respectful approach.
- During the lunch hour and after school supervise pupils in their use of the library facilities for reading and homework.
- During Period 5 and PM registration, when required, supervise pupils in the library whose subject teacher or form tutor is absent and to supervise the completion of the work that has been set for them.
- Monitor pupils' use of library IT facilities, including through use of remote monitoring software, to ensure appropriate academic use.
- Deliver instructions for tasks to pupils (as provided by the absent subject teacher or Head of Department) and keep pupils on task and respond to general queries.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson.

#### **Team Responsibilities:**

The School's motto is 'Not for oneself but for all'. All members of staff should embody this in their day-to-day support of education at Wilson's School and through contributions to the wider life and ethos of the school. The behaviours below refer to your role in the Learning Resource Team and as a member of the wider Operations Team:

- Adopt and project a positive, professional, 'can-do' attitude with all stakeholders. Appreciate and support the role of other professionals, establishing constructive working relationships.
- Enable and support effective communication and information flow across the team.
- Work with efficiency, liaising with others as necessary about your progress, prioritising tasks to meet agreed deadlines.
- Seek to solve problems as they arise.
- Adopt a collaborative and flexible approach, accepting that systems, structures and routines must flex to support educational provision. Expect to assist other members of staff with tasks and duties in order to promote effective teamwork.
- Support, as required, significant events within the School, including (but not limited to):
  - Entrance examinations and Aptitude tests
  - Open events
  - Public and internal examinations
  - Book return
  - Visits
  - Prizegiving

	<ul style="list-style-type: none"> <li>○ Founder’s Day</li> <li>○ Responses to major incidents</li> </ul> <p>When this involves work outside of normal working hours, notice will be given and appropriate recompense offered, typically either via time off in-lieu or overtime payment (to be determined at the discretion of the Executive Head).</p> <p>All members of the Operations Team are responsible for ensuring that relevant School operations can continue effectively during holiday periods, even if they do not work at these times.</p>
<p><b>Training and Development:</b></p>	<ul style="list-style-type: none"> <li>• Take proactive steps to stay up to date with legislative and regulatory requirements relevant to the role.</li> <li>• Participate in training and other professional development activities provided by the School.</li> <li>• Take responsibility for own professional development, identifying and closing gaps in knowledge, understanding and skills. Seek out and undertake training as appropriate for the role.</li> <li>• Engage actively in the performance management process, addressing appraisal targets set in conjunction with the Performance Reviewers.</li> </ul>
<p><b>General Professional Standards:</b></p>	<ul style="list-style-type: none"> <li>• Be familiar with and promote safeguarding and child protection requirements, including <i>Keeping Children Safe in Education</i> and the School’s Safeguarding and Child Protection Policy and procedures.</li> <li>• Play a full part in the life of the School, supporting its ethos and values and ensure colleagues and pupils adhere to the School’s expectations.</li> <li>• Be receptive to any reasonable request from a manager to undertake work or other duties of a similar level that are not specified in this job description.</li> <li>• Ensure all interactions with colleagues, pupils and others are professional and courteous, building relationships based on mutual respect and positivity.</li> <li>• Promote equal opportunities and celebrate diversity in all aspects of the School and its community.</li> <li>• Be aware of and comply with the School’s policies and procedures, in particular those relating to staff conduct, pupil conduct, safeguarding, staff absence, staff dress code, health, safety and security, confidentiality and data protection.</li> <li>• Maintain high standards in attendance and punctuality.</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here and you may reasonably be expected to undertake work or other duties of a similar level that are not specified in this Job Description.</p> <p>This Job Description will be subject to periodic review. It may be subject to modification by Senior Leaders at any time in consultation with the postholder.</p>	