

St Joseph's College

DESIGNATION: LIBRARIAN

RESPONSIBLE TO: LINE MANAGER

Purpose of Job

To support the educational development of pupils and staff and to be a central role in the learning that takes place in the school. The following job description sets out the main areas in which the Librarian can ensure that this role is fulfilled.

DUTIES AND RESPONSIBILITIES

Specific Responsibilities:

1. To be a source of advice and help to teachers and pupils on matters concerning learning resources, non-fiction and fiction, information retrieval and relevant library study skills.
2. To liaise with departments regarding appropriate resources to enable the library to support the curriculum.
3. To be available to help teachers and classes use the library as a resource base and to encourage independent learning.
4. To encourage reading for pleasure across the whole school, liaising as appropriate with the English Department.
5. To promote the use of the Library by having good displays, an attractive and inviting environment and organising events such as author visits and book fairs.
6. To be well-informed about current developments in school libraries.
7. To manage the library budget and resources.
8. To ensure that the school's Health & Safety Policy is applied to the library.
9. To maintain the library catalogue of new stock, deletions and the issuing and return of books.
10. To follow up overdue books.

11. To maintain the security of the library and its stock, bearing in mind that the books and resources are there to be used
12. To ensure that good order prevails in the library

Careers

1. Attend relevant meetings
2. Liaise with the LA Careers Service
3. Organise Careers Interviews
4. Organise trips to relevant careers events e.g Royal Society of Medicine Careers Day, Year 12 and Higher Education Convention for Year 12
5. Organise Industry Day for Year 9
6. Order and maintain relevant careers resources in the library
7. Run year group events within the Careers Programme

Work Experience

1. Organise Year 10 placements
2. Advise 6th form on possible placements

Extended Schools

1. Organise extra-curricular activities such as Book Bunch Club, Early Birds Reading and internal/external competitions

Teaching Support

1. Conduct literacy and library lessons for Years 7 and 8