

Job Description

Post: Librarian

Purpose

To challenge educational and social disadvantage by leading the academy Learning Commons in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Organise and manage all aspects of the Learning Commons operation to develop an effective and relevant provision.
- Work collaboratively with staff and students to create and develop a Learning Commons that inspires and engages users.
- Empower students to be critical thinkers, enthusiastic readers, skilful researchers and ethical users of information.
- Ensure that the Learning Commons is at the heart of the academy's drive to improve standards of literacy.
- Lead on the development of enquiry and independent learning experiences across all key stages.
- Liaise with leadership and other relevant staff to ensure the Learning Commons is resourced appropriately to be able to support and facilitate enquiry-based learning projects linked to the curriculum.
- Plan and develop services and resources that enhance and support the curriculum through continual assessment, research and an awareness of the information needs of all students.
- Contribute to learning programmes across the curriculum that develop research and independent learning skills.
- Work with subject leaders to ensure frequent and relevant use of the Learning Commons by all areas of the curriculum.
- Lead on the development and teaching of information literacy skills across all key stages.
- Ensure the Learning Commons is both accessible and attractive to all groups of students.
- Manage all aspects of the Library Management System; ensure a comprehensive catalogue (including digital texts, external electronic resources and media) is in place and monitor use and provision.
- Provide expert advice, instruction and/or assistance in the use of the Learning Commons through a programme of induction and a process of continuous updating.
- Keep abreast of developments and changes in education and technology that affect the Learning Commons provision; support all e-learning experiences.
- Maintain contact with the Bradford Research School and lead on action research to evidence the impact of students' development of information literacy skills.
- Support the literacy leader in closing the reading age gap and leading literacy initiatives.
- Work with library staff across the Trust to share and develop good practice, contribute to training / CPD and to share resources and purchasing schemes, where appropriate and cost effective.
- Organise and promote events to motivate and encourage reading and independent learning.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.