

## Job Description

### Post: Librarian

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Organise and manage all aspects of the library operation to develop an effective and relevant provision.
- Work collaboratively with staff and students to create and develop a library that inspires and engages users.
- Empower students to be critical thinkers, enthusiastic readers, skilful researchers and ethical users of information.
- Ensure that the library is at the heart of the college's drive to improve standards of literacy and studentship.
- Liaise with leadership and other relevant staff to ensure the library is resourced appropriately to be able to support and facilitate enquiry-based learning linked to the curriculum.
- Lead on development and teaching of information literacy skills.
- Work with all teachers to ensure frequent and relevant use of the library by all areas of the curriculum.
- Ensure the library is both accessible and attractive to all users.
- Lead on the process of stock selection and organisation.
- 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 library through a programme of induction and a process of continuous updating.
- Keep abreast of developments and changes in education and technology that affect the library provision; support all e-learning experiences.
- Maintain contact with the Centre for Growth and lead on action research to evidence the impact of students' development of information literacy skills.
- Support literacy development by communicating and supporting colleagues to develop subject based wider reading.
- Work with library staff across our trust to share and develop good practice; contribute to training / CPD; and to share resources and purchasing schemes, to participate in cross trust library teams.
- Organise and promote events to motivate and encourage reading and independent learning.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the college's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our trust and college calendars.
- Consistently implement all college 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.***