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**HASMONEAN MULTI-ACADEMY TRUST**

## JOB DESCRIPTION

***Job Title:*** Librarian

***Responsible to:*** Head of English

**Grade/Salary:**  NJC 19 £20,598 FTE, actual salary £9,060

**Hours:**  19 hours per week

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# Main Duties and Responsibilities

**Job Purpose:**

Daily running of the school Library

**Duties:**

* To ensure that an effective lending and reference service is provided during the times specified above, using a computerised lending system.
* To lead on the selection, ordering, processing and organisation of resources for the library, including checking the content of novels to conform with the ethos of the school
* To promote resources and reader development through displays and events (e.g. author talks), the production of book lists and the running of a Book Club
* Together with the English Department to organise Accelerated Reader lessons in the library, facilitate Accelerated Reader quizzing and generate reports.
* To assist in the provision of resources and support to teaching staff, including planning and implementing library‐based lessons and supporting their professional reading
* To Assist in the design and implementation of library induction courses and in the teaching of information skills as part of a formal programme throughout the school
* To manage the school’s online subscription services, and training students and staff in their use
* To ensure that pupils maintain an acceptable standard of behaviour in the Library and observe the rules
* To assist in the maintenance of relevant statistics regarding book borrowing
* To assist in regular stock checks
* To develop and maintain the Library’s e‐book resources
* To assist in the development and implementation of library policies
* To assist in the monitoring and evaluation of library services

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be changed to meet the changing demands of the School at the reasonable discretion of the CEO.