



Job Description

POST:	Librarian
RESPONSIBLE TO:	Operations Manager
RESPONSIBLE FOR:	N/A
SALARY:	OCL Scale 5 SCP 13- 17 (plus Local Government Pension Scheme)
LOCATION:	Oasis Academy Brislington
WORKING PATTERN:	Term-Time Only
DISCLOSURE LEVEL:	Enhanced Criminal Records Disclosure with Barred List Check

JOB PURPOSE:

Responsible for the management, development and promotion of the Library/Learning Resource Centre, to ensure that all students and staff have ready access to as broad and relevant range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the Academy, facilitate independent learning and encourage reading for pleasure.

To support the practical delivery of the Academy's Marketing & Communications Plan.

SPECIFIC RESPONSIBILITIES:

- A. The effectively manage and organise the Learning Resource Centre, its resources and stock, including the indexing, cataloguing and classification of learning resources and the development and maintenance of accurate and reliable catalogue and lending systems, to facilitate accessibility, use and control of stock.
- B. Work collaboratively with classroom teachers and teaching assistants to support the teaching, learning and assessment of students in all aspects of Reading.
- C. To create and maintain a learning environment within the Learning Resource Centre which engages and motivates students recognizing the diversity of their interests and needs.
- D. To be responsible for the day-to-day supervision and guidance of any Library Assistants and/or volunteer helpers.
- E. To supervise students using the Learning Resource Centre, whether singly or in groups, ensuring that health, safety and welfare procedures are adhered to.
- F. To assist and guide students in their selection of books and resources and to promote and encourage an enjoyment of books and reading.

- G. To provide advice and guidance to teaching staff on the selection of texts for specific age groups and abilities and to support particular topics of study.
- H. On request, to support Literacy & Reading projects through the sourcing and provision of resources.
- I. Arrange and run events linked to World Book Day and other special calendar days throughout the year including organising and running of competitions linked to promoting literacy and Reading.
- J. To order new books and other resources, within the limits of the budgetary allocation, as appropriate to the Academy's requirements and in consultation with teaching staff.
- K. To liaise with the School Library Service (and other similar services) to loan appropriate books and materials.
- L. To undertake an annual stock check, chase missing/outstanding books, and carry out repairs to books as required.
- M. At the request of the Principal/Literacy Lead, to collate data and produce basic reports on matters such as LRC usage, areas for development and improvement, book loans, student interests etc.
- N. To contribute, through the provision of data, information and evidence based information, to the Principal's management of the LRC budget.
- O. To generate funding for the Learning Resource Centre through external revenue streams.
- P. Under the direction of the Academy's Literacy Lead, to organize timetables/allocated slots for additional Reading interventions and produce and distribute related communications.
- Q. To support the Academy's Marketing & Communications strategic plan by:
 - Identifying and co-ordinating the production of appropriate text for use in marketing and communications materials (news print, social media, website)
 - Reviewing and proofing text prior to submission to the Principal for approval for use
 - Uploading/publishing Principal approved text
 - Identifying and securing appropriate external marketing channels, eg magazine/newspaper publications
 - Establishing and maintaining an Academy staff and student Alumni database
- R. To undertake student break and lunch supervision duties as required.
- S. Supervise students between lessons and when entering and leaving the Academy site.
- T. Participate in staff, team and planning meetings.
- U. Invigilate exams and assessments.
- V. To provide additional capacity to the Academy's Administration resources during periods of increased workload or staff absence.
- W. Subject to receiving appropriate training, to contribute to the Academy's First Aid provision.

ORGANISATIONAL RESPONSIBILITIES

Safeguarding children and young people

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- **To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits**
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To be aware of
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in your Contract of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Person Specification

Librarian

Our Purpose

The vision of Oasis Community Learning (OCL) is to create ‘Exceptional Education at the Heart of the Community.’

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Maths and English GCSE grade A* - C / 9-4 or Numeracy and Literacy Level 2 on the NQF or equivalent. 	<ul style="list-style-type: none"> First Aid Certificate Library related qualification
Experience, Skills & Knowledge	<ul style="list-style-type: none"> The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English’ “Customer service” experience Good IT skills – including use of databases, spreadsheets, emails Administrative and organisational skills/experience (within a school, library or office environment) Proven interest in books and reading and some evidence of helping to develop children/young person’s interest in this area Experience of working with young people and demonstrating the ability of influencing students to make positive behaviour choices 	<ul style="list-style-type: none"> Experience of stock control Experience of working within / management of a business budget Experience of working in school or other education setting Experience of work in a Library or similar information/resource or repository Experience of generating external income/apply for external resources Awareness of secondary curriculum

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A passion for Reading • Excellent organizational skills • Ability and aptitude to create attractive and effective displays • Ability to encourage and motivate learning with high expectations of behaviour • Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies and stakeholders • High level of discretion and confidentiality • Reliability, motivation, adaptability and resilience under pressure • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people and their families • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. • Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision. 	
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