



JOB DESCRIPTION

<i>Job Title:</i>	Part time Librarian for College (11-18)
<i>Responsible to:</i>	Deputy Head Academic, Head of Sixth Form.
<i>Direct involvement with:</i>	College Teachers, Pupils, Heads of Department, Head of Boarding, Pupil Librarians
<i>Hours:</i>	Part time, Term time only – 16 hours per week for 35 weeks.
<i>Salary:</i>	Competitive, dependent on experience
<i>Job Purpose:</i>	To manage the School Library in order to meet the needs of young people in the 21 st century whilst ensuring the Library is integrated into the School Community
<i>Description of Duties:</i>	<p>Leadership Responsibilities</p> <p>Strategy:</p> <ul style="list-style-type: none">• To develop and implement a library policy which reflects the educational aims and objectives of the whole school (pupils 11-19).• Plan and oversee a programme for monitoring and evaluating library services and performance, including user surveys and statistics on stock and usage.• Plan and monitor the delivery of an information skills programme throughout the school.• Assist with the behaviour management of pupils undertaking prep in the Library;• To undertake any other reasonable duty at the request of the Principal. <p>Role model:</p> <ul style="list-style-type: none">• To promote the library and its resources to the whole school and externally, where relevant.• To inspire a love of literacy.• To embody the Aims and Values of the school. <p>Management:</p> <ul style="list-style-type: none">• Prepare and manage the library budgets.• To select, acquire, organise and maintain library resources to cover the full school community (including boarders and staff).• To arrange the effective retrieval by systematic indexing, classification and cataloguing of all library resources and disseminating information on those resources to staff and pupils.• To complete an annual risk assessment and to highlight any health and safety issues for library users and visitors.

*Person
Specification*

- To arrange pupils' participation in children's literary events and author visits.
- To provide guidance and assistance to pupils and staff on information retrieval and reading materials.
- To liaise with Heads of Department on curriculum delivery and library stock and the Head of Inclusive Learning on pupils' needs.
- To develop networks with other library professionals.
- To be committed to ongoing professional development.
- To participate in other duties which may reasonably be regarded as within the nature of the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Essential:

Skills and Knowledge

- Information specialist
- Familiar with Library management software
- Experience learning new software
- Expertise in online searching using the internet and a range of subscription services

Qualifications

- Degree in Library/Information Studies or first degree with a postgraduate library qualification

Experience

- Confidence in working with young people from 11 to 18
- Ability to work with teaching colleagues

Personal attributes

- Energy and enthusiasm
- Passion for promoting literacy
- Good organisational and time management skills
- Flexibility, able to take on new challenges

Desirable:

Experience

- Experience in managing a busy school library
- Sound knowledge of literature for young people

Duchy College (Formerly Harrogate Ladies' College) is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening appropriate to the post. Please note that the successful applicant will not be allowed to start in school until all pre-employment checks have been completed. The school is an educational charity and equal opportunities employer