



Job Description

Job Title:	Librarian
Location:	Unity City Academy
Hours of work:	Full Time - Term Time Only
Reports to:	Head of English

Purpose of the Role:

The librarian is required to ensure:

- An increased awareness of the importance of books and reading.
- The smooth and efficient operation of the library to support teaching and learning across the academy.
- The acquisition and management of library materials and the development of the library as a learning resource centre in accordance with the demands of the academy's curriculum and educational policies.
- Students are able to access a broad range of learning resources that will develop their learning and information handling skills, as well as promoting literacy, reading for pleasure, and independent learning.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

The librarian will be required to:

- Develop a centre of excellence that is vibrant and seen as an integral part of the school and its educational ethos.
- Promote the library to staff, students, and parents via attendance at academy events, the use of engaging/effective displays, competitions, reading groups, homework groups, and national events such as World Book Day.
- Promote the literacy strategy, including ensuring delivery of Accelerated Reader (AR), reading interventions, such as Lexia and a focus on whole school reading. The role will need to organise and attend AR assemblies and prepare student certificates.
- Work in close partnership with their line manager to plan and implement the library policy and development plan.
- Develop, maintain, and make regular use of links with external library services.
- Manage the library operation, budget, systems, and procedures in accordance with agreed policy and development plans.



- Carry out administration, including registration of library users and provision of induction sessions for students and new staff; such induction will include information retrieval skills and revision/study skills.
- Be responsible for existing books/equipment and the provision of resources that will support the curriculum at all key stages. This includes maintenance of a careers library, management of library stock via the use of an appropriate cataloguing and/or electronic library system, preparation of new resources, repairing of damaged books, replacement of out of date books with modern relevant equivalents as funds allow, and recovery of overdue books.
- Obtain library resources appropriate to the learning needs of students (taking into account age, ability, and the range of students). This should include promoting the use of IT as an integral part of the library's resources, utilisation of a range of suppliers, solicitation of teaching staff suggestions about resources/equipment that will be of use to them and incorporating them into orders when funds allow, and ensuring library resources are carefully monitored and maintained.
- Encourage, promote and manage the students' use of the library and all its resources, both as a source of leisure activity and a more formal study tool.
- Make recommendations to teaching / support staff about available resources that will enhance lessons and promote learning.
- Encourage the use of the school library as a first resort rather than last.
- Keep up to date with research and developments related to the provision and management of library services, including undertaking training and school based INSET to meet the requirements of the role.
- Participate in the appraisal process, taking personal responsibility for their own development including attending meetings and training sessions.
- Undertake any other reasonable tasks as requested by the line manager or Principal

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



3. The 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.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.





Person Specification

Job Title: Librarian

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience of working in a similar environment previously 	<ul style="list-style-type: none"> •
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
	Forward and strategic planning	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
	Abilities	<ul style="list-style-type: none"> • Ensure a safe and healthy environment is maintained within the departmental area, referring any areas of concern to their line manager/the Facilities Team as appropriate. • Complete risk assessments and any other necessary health and safety documentation 	<ul style="list-style-type: none"> •



		<p>for the department</p> <ul style="list-style-type: none"> • Be a nominated First Aider and Fire Marshall (training will be provided). 	
Personal Characteristics	Behaviours	•	•
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	•

