



**PLATANOS COLLEGE**

An outstanding school for  
pupils of all abilities

## **JOB DESCRIPTION SCHOOL LIBRARIAN**

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**Job Title:** School Librarian

**Hours:** Full-time

### **Job Purpose:**

- To manage the day-to-day running of the library and oversee its development as a key component in the college's teaching and learning environment.
- Integration of the library and its services into the life of the whole school.
- Ensure an effective library service to complement the education of pupils.

### **Direct involvement with:**

- Teaching staff, support staff, pupils, and external representatives.

### **Duties and Responsibilities:**

1. To be responsible for the library facility on a daily basis: its service to pupils, its security and health and safety, utilising the appropriate services of other support staff to assist when necessary.
2. To manage the library as a learning and literacy resource.
3. Contribute to pupils' learning at the college, working in close partnership with teaching and non-teaching staff and in line with the college's teaching and learning and literacy strategies.
4. Collaborate with Heads of Departments in the design and delivery of literacy programmes or resources for specific projects and courses.
5. To develop the library's contribution to literacy programmes and inspire and enthuse pupils to read widely.
6. To run library/literacy programmes or (extracurricular) clubs in line with the

college's aims.

7. Help bridge the gaps between pupils and teachers and online/electronic information, the curriculum and subject teaching.
8. To maintain and develop a working knowledge of educational initiatives, information and communications technologies and developments in school librarianship.
9. Oversee a programme for monitoring and evaluating library services and performance, including user surveys and statistics on stock and usage.
10. To manage, maintain and record accurately the use of library resources.
11. To select, acquire, organise and maintain library resources within budget to cover the full school community.
12. 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.
13. Effective use of library management software.
14. To arrange pupils' participation in children's literary events and author visits.
15. To provide guidance and assistance to pupils and staff on information retrieval and reading materials.
16. To liaise with Heads of Department on curriculum delivery and library stock and the Heads of EAL and Learning Support on pupils' needs, where necessary.
17. To promote the library and its resources both within the library and the whole school and externally, where relevant.
18. Attend meetings where appropriate.
19. To develop networks with other library professionals.
20. Assist with the behaviour management of pupils during the delivery of library programmes.
21. To assist with any other duties to ensure the smooth running of the library, as required by the line manager.

Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.