



## Job Description – Librarian

### Purpose of job:

To enhance the reading culture of the school by promoting the Library throughout the Prep School

### Line Manager:

- The Head of English

### Responsible to:

- The Head
- The Deputy Heads
- The Governing Body

### Other key relationships:

- Pupils
- Colleagues
- Parents

### Key responsibilities:

#### Supporting Teaching & Learning

- To assist, as directed, with the supervision of children and their reading in the Library
- Keep records of borrowing trends and promote frequent readers / varied readers/ popular books etc
- Supervise and provide support for pupils in the library
- Liaise with Heads of Department to ensure the book stock supports the curriculum
- Attend all relevant training as required within the job role and support equal opportunities for all children and staff
- Use experience to support all pupils' learning and support the promotion of positive behaviour

#### Communication

- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school



## Teamwork

- To maintain an appropriate and professional standard of personal appearance
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To participate in in-service training as part of career development, in line with school needs
- To safeguard and promote the welfare of all children

## Health and Safety

- Be responsible for the well-being of pupils making sure they are aware of rules and safety requirements and abide by such rules
- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan
- Have regard to the health and safety of all children, staff, parents and visitors to the school
- Maintain a safe environment where children feel able to share safeguarding concerns

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

