



JOB DESCRIPTION

Location:	The Totteridge Academy, Barnet
Post:	Librarian
Responsible to:	Vice Principal
Salary Range:	£27,000 - £30,000 Full Time Equivalent Term time only, 37.5 hours a week, will consider part time

Purpose:

To manage, develop, promote, and evaluate an effective learning resource and information service that supports learning and teaching across the school.

Main Core Duties:

Library Management:

- Organise and manage the library, ensuring its effective use by classes, groups, and individuals.
- Create and implement a library policy that aligns with the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation.
- Manage the library budget, including preparing budget bids and estimates.
- Select, acquire, organise, and promote library resources and ICT to support teaching and learning throughout the school.
- Ensure equality of access for all pupils and staff to high-quality learning resources

Support for Staff and Students:

- Support and advise staff and pupils in the selection and use of information resources to meet their curricular and leisure needs.
- Plan and deliver programs to support the development and teaching of information literacy and learning skills in partnership with teaching staff.
- Promote reading and the enjoyment of reading in all its forms.
- Supervise pupils using the library for independent study, maintaining a welcoming and supportive atmosphere conducive to positive learning experiences.

Collaboration and Development:

- Collaborate with teaching staff to integrate information literacy and research skills into the curriculum.
- Participate in curriculum and policy development by liaising with all departments.
- Monitor and evaluate the effectiveness of the library service and its impact on teaching and learning

Principal: Chris Fairbairn



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Qualifications and Skills:

- Experience working in a library, preferably within an educational setting.
- Strong organizational and management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with staff and students.
- Proficiency in using library management systems and ICT.

Principal: Chris Fairbairn

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