



CROSFIELDS SCHOOL

Senior School Librarian – Job Description

Crosfields wishes to appoint a Librarian who can lead, support and promote reading, literacy and research skills for Senior pupils at Crosfields School. There is a strong reading culture within the school and this role should capitalise on this by widening access and advice to literature for pupils and staff.

About the position

This is an exciting time to join the school as we have our first Year 11 cohort in the 2023-24 academic year. Along with a new, modern building to accommodate new year groups, including a new senior school library, several ancillary projects have also taken place to facilitate Key Stage 4 teaching.

Closing date: Friday 15 March 2024

Final Interviews: w/c 18 March 2024

Working Pattern: 10am to 6pm Monday to Friday, Term time only

Job Purpose	Above all we seek a passionate librarian who will encourage the children to develop a lifelong love of reading and establish a solid set of research skills that will enable pupils to thrive at school and beyond. The librarian must be knowledgeable, approachable and engaging. The role includes contributing to the duty rota and covering afternoon prep sessions.
Accountable to	Deputy Head, Academic
Objectives	<ul style="list-style-type: none">• Ensure that the library supports and enhances the key goals and objectives of the whole School as defined in the School's Development Plan and Strategic Plans.• Ensure that the library is an integral component of the school's teaching and learning.• Support the promotion and development of critical thinking and effective research/study skills for all pupils so that they can become ethical users of information.• Initiate and/or support initiatives that instil a love of reading and learning in all pupils, thereby developing their potential as lifelong and independent learners.• Ensure equitable access to information, both physical and virtual, for the whole School community.• Implement and support initiatives which create a whole-School environment that encourages reading for pleasure.• Work closely with Junior School colleagues in supporting processes across both Junior and Senior libraries.• Confidence in behaviour management in working with groups of pupils aged 11-16.

Accountabilities	<p>Strategic Planning:</p> <ul style="list-style-type: none"> • Support the educational aims and objectives of the school and monitor the effectiveness of the Senior Library. • Advise and support on the continued development of the processes and running of the Senior Library space. • Develop and implement library policies and procedures, which includes compliance with data protection, copyright and health and safety legislation in line with the whole-School policies and procedures. • Work in collaboration with other staff, including Junior Library staff, in managing resources. • Manage and promote a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them. • Manage the Library budget, ensuring that it provides good value for money and cost-effectiveness. • Participate in meetings such as Heads of Department meetings. <p>Main functions:</p> <ul style="list-style-type: none"> • Manage a study environment for both curriculum-based and independent learning. This involves the management and integration of both physical spaces and virtual learning environments. • Be proactive in maintaining and expanding on available books, including cataloguing and processing new stock. • To coordinate digital resources such as virtual libraries and a pupil portal with links to useful websites. • Promote reading for pleasure, within the library space and across the school. • Assisting with pupil enquiries which includes offering age and ability appropriate advice. • Deliver research and study skills to pupils and staff, including taking a significant role in delivering both in-school and external research projects. • Manage the displays within the library and others as requested by academic departments. • Organise and host literacy events e.g., author visits, creative writing competitions, feeder school events, book fairs, etc. • Liaise with subject departments to help support inquiry in these areas, including maintaining subject specific reading lists. • Support in the delivery of careers information. • Participate in local and national library networks, including the Schools Library Association, online forums, professional organisations and publishers. • Staff the Library effectively when it is open, including break and lunch times. This will include the after school prep sessions. • Undertaking other duties as may be reasonably requested from time to time. <p>Managing Resources</p> <ul style="list-style-type: none"> • To ensure all resources are well maintained and updated regularly within the constraints of the departmental budget. • Manage the budget devolved to the department, ensuring its efficient use and that limits are not exceeded.
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	<ul style="list-style-type: none"> • Order and allocate materials and equipment as appropriate; advise the senior leadership of the School on the resource and accommodation requirements of the department. • Maintain an up-to-date inventory of equipment and resources. • Ensure, as far as possible, that the library equipment and resources are maintained in good order, that the new Senior School space is cared for and offers an attractive and educationally stimulating environment for pupils.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review. It may be adapted to best fit the skills and needs of the appointed candidate.

Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Experienced school Librarian OR Teacher. 	<ul style="list-style-type: none"> • Qualified, preferably Chartered, Librarian OR QTS.
Personal qualities	<ul style="list-style-type: none"> • Experience in promoting reading for pleasure. • Ability to lead sessions for pupils and staff on research skills. • Experience of, or be willing to be involved in, wellbeing initiatives for pupils and staff. • Kind, approachable and have a sense of humour. • High academic expectations and who instil high standards of behaviour. • Professional in that they are diligent, punctual and thorough. • Expected to encourage an atmosphere of mutual respect when dealing with children, staff and parents. • Excellent communicator – with children and adults alike. • Ability to work as part of the school's team. • Enjoy working with children, to be able to form and maintain appropriate relationships and personal boundaries with children. • Commitment to the schools safeguarding policies and will put child's welfare and well-being above all else. • Highly proficient in the use IT. 	

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

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#) .

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).