



Post 72 Librarian (Reports to the Head of English)

The role will also require close cooperation with:

- Headmaster
- All members of the Senior Leadership Team
- Members of the Teaching Staff and Learning Support Assistants

General:

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection, work within the staff code of conduct, and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

Specific Duties and Responsibilities

This will include but is not limited to:

1. Promote the development of reading and literacy skills for information and recreation and take a lead in creating and maintaining a whole-school environment which encourages reading for pleasure;
2. Generate reading lists of age-appropriate recommended books for each year group and keep them updated;
3. Take pride in the appearance of the Library, and create a welcoming environment for pupils, staff, parents and visitors;
4. Organise, catalogue and classify library resources, both electronic and print-based;
5. Select, acquire, maintain and withdraw library stock liaising with the Head of English to ensure a balance between subject and ability levels and show an active engagement in diversity and equality issues;
6. To work with the Head of English to implement and maintain a Library Policy that reflects the educational aims of the School;
7. To work with the Head of English to create an annual Whole School World Book Day event;
8. Run regular small book groups for children in liaison with the Head of English;
9. Supervise and guide the children in the Library during break times and lunch times;
10. Develop the Library as a key resource of the School through initiatives and ideas in liaison with the Head of English.

Working Hours:

You will work 16 hours each week in term time as follows:

Monday	10.00am - 2.00pm
Tuesday	10.00am – 2.00pm
Thursday	10.00am – 2.00pm
Friday	10.00am – 2.00pm

The rate of pay will be £10 per hour. Any agreed overtime will be paid at the same rate. As a member of staff you may be required to attend INSET Training at the beginning of term and attendance will be paid at the same rate.

Person Specification:

1. IT competence and a willingness to undertake further training;
2. A sound knowledge of children's literature;
3. Ability to show initiative and work without supervision;
4. Excellent communication and interpersonal skills;
5. Previous experience in implementing reader development initiatives together with an enthusiasm to promote literacy

Signed (Headmaster)

Date

Signed

Date