



Librarian

City of Derby Academy

Required to work 37 hours per week 40 weeks per year

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at the City of Derby Academy [CODA] as Librarian. CODA is an 11-16 school whose educational philosophy is to improve the life chances of all of our students. The school is rapidly improving and is a rewarding and exciting place to work.

The City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport links and enjoys state of the art resources.

You will be working with a dynamic and committed team who embed excellence in everything they do. Your role is to develop, manage and promote an effective school library that supports all curriculum areas, enhances teaching and learning and support the personal development and well-being of all students.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting school community, please visit www.quegsmat.com where you will also find the job description and application forms. All completed applications should be sent to hr@quegsmat.com before the closing date.

Closing date for applications: Friday 4th October 2019 noon

Interview date: Wednesday 16th October 2019

Salary: Scale 5 £21,589 - £23,836 (pro rata £18,642 - £20,582)

Start date: To be discussed at interview



Job Description

Post Title: Librarian

Responsible to: Assistant Headteacher

The following information is furnished to assist staff joining City of Derby Academy to understand and appreciate the work contact of their post and the role they play in the Organisation.

Responsibilities and Duties:

- Be influential in improving the life chances of all students by supporting the review and development of the reading culture at CODA.
- Encourage, promote and manage the students' use of the library and all its resources both in lesson and social time.
- Plan and implement the successful development of the library in co-operation with the line manager and the senior leadership team.
- Ensure that the library is a well maintained so it can be utilised as an effective learning environment.
- Manage the behaviour of students using a range of strategies and the school Behaviour for Learning code.
- Oversee the use and discharge of books and other materials, to operate the computerised library management system and undertake associated administrative tasks such as overdue books.
- Be responsible for existing book stock and equipment and the selection of new stock and equipment which will support the curriculum at all key stages throughout the school. This includes keeping the stock in a state of good repair and in good order on the shelves. Refreshing stock and replacing them with modern relevant equivalents as funds allow. This also includes the financial management of the library resource budget.
- Facilitate teaching and support staff in any way that enhances learning opportunities.
- Support and lead students either in classes, small groups or individually, by collaborating with the Literacy Co-ordinator/Head of English/SENCO/DSENCO or whoever is using the library. This is to include after school clubs.

- Review and develop a team of pupil librarians to help with clerical duties.
- Work with the Careers team at CODA to maintain effective careers resources.
- Promote the library at school community events (i.e. Open Evening etc.) to enhance the public perception of the school as a dynamic provider of educational opportunities.
- Undertake any reasonable tasks, specified by the line manager, which raise awareness of the importance of books and reading.
- Such other duties as the Head teacher or Governors may from time to time require.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.



PERSON SPECIFICATION

Librarian

	Essential	Desirable	Evidence
Qualifications	<p>Good basic education to GCSE level in literacy and numeracy, or the equivalent</p> <p>GCSE English and Maths A* - C or equivalent</p>	A relevant qualification in librarianship or be a member of the Chartered Institute of Librarians.	<p>Application form</p> <p>Certificates</p>
Experience	<p>Experience of working with children</p> <p>Experience of maintaining records.</p> <p>Experience of library based IT services, database systems and word processing.</p>	Experience of working in a school environment.	<p>Application form</p> <p>Selection process</p> <p>References</p>
Knowledge and Understanding	<p>Have knowledge and understanding of:</p> <ul style="list-style-type: none"> • library procedures and systems; • the needs of young children; • child development and the ways in which children learn; • the roles played by various adults in a child's education; • behaviour management strategies; • equal opportunities • safeguarding 		<p>Application form</p> <p>Selection process</p> <p>References</p>

Skills	<p>Able to:</p> <ul style="list-style-type: none"> • Demonstrate good organisational skills; • assist children on an individual basis, in small group and whole class work; • supervise children, and adhere to defined behaviour management policies; • explain tasks simply and clearly and foster independence; • liaise and communicate effectively with others; • help professional staff to achieve their objectives; • accept and respond to authority and supervision; • work with guidance, but under limited supervision; • reflect on and develop professional practice; • display work effectively, and make and maintain basic teaching resources. 	<p>Able to:</p> <ul style="list-style-type: none"> • Knowledge of the ECLIPES library management system • monitor, record and make basic assessments about individual progress • suggest alternative ways of helping children if they are unable to understand; • describe, in simple terms, the process of behaviour management with children; • identify gaps in their own experience that they need help in filling; • demonstrate the ability to learn and adapt from past experience. 	<p>Application form</p> <p>Selection process</p> <p>References</p>
Personal Effectiveness	<ul style="list-style-type: none"> • Ability to work flexibly in order to meet the demands of the job. • Enthusiastic, hardworking and assertive • Excellent attendance and timekeeping record • Meet deadlines and respond to unplanned situations • Ability to work as part of a team and on own initiative • Self-motivating with the ability to multi task • Commitment to the highest standards of child 		<p>Application form</p> <p>Selection process</p> <p>References</p>

	protection <ul style="list-style-type: none"> • Recognition of the importance of personal responsibility for Health & Safety • Desire to enhance and develop skills and knowledge through Continuous Professional Development 		
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Print Name: _____

Signed: _____

Date: _____