

# LONDON BOROUGH OF LEWISHAM

## JOB DESCRIPTION

### SEDGEHILL SCHOOL

**POST: LIBRARIAN (PO2 £33,306 rising to £35,055)**

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#### **Main Purpose of the job:**

Lead, develop and manage the Learning Resources Centre (LRC).

Apply a strategic overview in the management and development of the service in accordance with the key objectives and plans of the school.

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#### **Summary of Responsibilities and Personal Duties:**

##### **PERSONAL DUTIES**

1. Lead, manage and co-ordinate service delivery of the LRC overall ensuring its smooth running. Manage, direct and co-ordinate the work of the LRC staff (currently Senior Library Assistant, two part Library Assistants and a small team of after school helpers) to ensure that the service operates effectively, meeting whole school and LRC targets and objectives.
2. Lead on the strategic planning and development of the LRC, including the annual development plan, service reviews and other service policies and strategies. Formulate policy for the provision and use of LRC services in partnership with teaching staff and Leadership Group.
3. Bring to the process professional library expertise and knowledge to ensure an efficient and relevant effective service in line with the school's ethos, aims and objectives - supporting the curriculum, raising achievement, promoting social inclusion etc.
4. Manage the LRC budget, estimating and negotiating as necessary and providing relevant statistics when required. Submit bids for additional funding for projects where appropriate, reporting on their efficacy.
5. Manage the selection, acquisition and organisation of resources, supporting the academic and leisure needs of users.
6. Develop and implement strategies for encouraging the effective use of the LRC across the curriculum and provide professional advice and guidance to groups and individuals using the LRC. This will include developing resources for use with classes and individuals, disseminating information on these to staff and students, promoting the use of LRC resources for pleasure and personal interest, and as a study support facility.
7. Develop, update and implement study and information skills programmes in partnership with teaching staff and linked to the curriculum, and promote independent learning throughout the school.
8. Constantly review the methods of service delivery in consultation with users to optimise resources, promote best professional practice and improve services in order to meet the

diverse needs of the school community. Evaluate a range of service related issues, analysing information and implementing new or improved services when appropriate.

9. Participate in the selection and recruitment of LRC staff and ensure their development, motivation and high performance within their area of responsibility. Provide expert advice, guidance and support to enable them to develop the necessary skills and abilities to deliver the specified service.
10. Ensure discipline, appropriate behaviour and harmony is maintained in the LRC during whole class, group and individual use both during and out of lessons, managing and resolving conflict where necessary.
11. Represent and promote the role of the LRC to Subject Leaders, senior staff, relevant working groups and other bodies. Liaise with users, other departments and external agencies to ensure that the services provided meet the needs of existing and potential users, and that the service is delivered in accordance with specified policies and with equal opportunities informing all decisions.
12. Lead and co-ordinate inter-school initiatives as required in order to promote the school, its aims and the LRC services.
13. Identify both internal and external opportunities for collaboration and partnerships and initiate these in order to benefit the school and/or the LRC service. Ensure effective working relationships and communication with external partners and organisations is established, developed and maintained.
14. Liaise with contractors and external service providers as necessary, applying professional knowledge to ensure appropriate specifications and official guidelines and recommendations regarding the LRC are met.
15. Actively promote the full potential of ICT, including VLEs, in the LRC both to support the curriculum and for service delivery.
16. Ensure quality and best value for the services delivered by the LRC to the school through monitoring and evaluation of the service, ensuring specified aims and objectives are met.
17. Keep up to date with and maintain a professional awareness of developments in education, librarianship and related fields, as well as knowledge of the local community in order to develop and improve the service offered by the LRC, promoting it in line with local and national initiatives.
18. Ensure the requirements of Health & Safety legislation are met, using risk assessment as appropriate.
19. Act on safeguarding issues, such as students' physical and emotional well-being, as they arise, either internally or referring them to appropriate members of staff within the school.
20. Promote equality of opportunity in all aspects of the LRC service within the agreed policy of the school. Ensure that services and extra-curricular activities are delivered in ways that engage the school community and promote social inclusion.
21. Undertake any other duties as may be required within the scope of the post.