

# SCHOOL LIBRARIAN

**Line manager:** Head Teacher  
**Status:** Head of Department

The School Librarian is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the school
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.

The School Librarian is responsible for the management, development and promotion of the school library. They are responsible for helping support colleagues within the department and for participating fully in the work of the department. Furthermore, they should help promote a working atmosphere which encourages cooperation and values the contribution which individuals make to the work of the department.

## 1. Overall Responsibilities:

- Manage physical and electronic resources in order to contribute to the schools learning targets.
- Create and implement a school library policy, which includes legal compliance with copyright, supporting the school in meeting its targets.
- Plan the library budget, monitoring budget spend, so that resources are used to best effect to support curriculum and student development.
- Analyse current educational initiatives and trends in library and information services so that the service is based on the best and most up-to-date information and methods.

## 2. Responsibilities for Staff

### The School Librarian will:

- Manage the workflow of the Library Assistant in order to ensure that all tasks in the library are completed in a timely and effective manner
- Ensure that a member of library staff is always available during school hours in order to assist patrons with information needs.
- Manage, train and develop other members of the team, so that all staff have the skills for current and planned activities in order to inform decision making processes within the school

## 3. Responsibilities for Students

### The School Librarian will:

- Train pupils and staff to use information resources in order to promote learning and extend patterns of teaching.
- Plan and deliver the library's contribution to information literacy programmes within the school encouraging reader development.
- Advise students of library policies in order to ensure that they are aware of their responsibilities as library patrons.

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## 4. Responsibilities to Colleagues

**The School Librarian will:**

- Advise key colleagues within the school and establish a high profile within the wider learning community to ensure appropriate access to learning resources.
- Invite colleagues to recommend changes and additions to learning resources in order to meet curriculum and student needs.
- Encourage development and use of Staff Library of professional development materials.

**External contacts:** Colleagues in other school libraries, suppliers