



## THE JOHN FISHER SCHOOL

FOUNDED 1929

### School Librarian Job Description

#### Reports to: Raising Standards Leader

**Aim of the role:** To inspire a strong culture of reading and to support students in the quest for learning through the Learning Resource Centre (LRC) and a virtual library.

#### The Learning Resource Centre (LRC)

The John Fisher School is developing literacy to be at the heart of the school; the library will play a crucial role in this. We know literacy and access to books is crucial to help our students succeed. This has become an increasingly prevalent issue as we continue to offer Blended Learning: How can we ensure all students have access to appropriate, rigorous reading material in a digital age? How do we balance this issue with ensuring students limit their screen time?

Working closely with the Raising Standards Leader and each department across the school, you will work to ensure reading permeates the school's curriculum, to help enthuse and support our students' learning. You will also have the chance to oversee many enrichment activities and house competitions that run out of the library – both in person and digitally – giving you an exciting opportunity to be creative and acquire strong organisational skills. Most interestingly, this role offers you the chance to enrich a student's education far wider than what is on their subject syllabi. It allows you to think creatively about how reading can teach them skills that their subject lessons may not give them so organically. As a result of that, you will become a positive influence in their school experience. As a large part of the role is student-centred, you will enjoy building strong relationships with students in all year groups. By using the students' love of reading, you will develop student ambassadors and celebrate champions for reading.

#### Key responsibilities:

- Create and develop a climate to promote and support reading for pleasure across the school.
- Work collaboratively with the Raising Standards Leader and Subject Leaders in the design and implementation of a strong reading programme across the curriculum.
- Run MyON (a similar programme to Accelerated Reader), giving awards and prizes, as well as sharing the success across the whole school community.
- Continue the development and expansion of the school's virtual library offering, including developing a social media presence for Literacy and the Library using the school's social media platforms, newsletter and website.
- Plan and oversee the organisation of the school library, including the selection, acquisition, indexing, classification, promotion and maintenance of books and non-book resources.

- Organise the team of student library monitors to make effective use of this student leadership opportunity.
- Develop the library's systems and structures to ensure it runs smoothly.
- Ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.
- Support subject teachers by selecting library resources tailored to specific lessons and liaising with teaching staff where relevant in planning and development.
- Prepare resources for the teaching of basic library skills and deliver these alongside English staff in reading lessons.
- Work collaboratively with the Subject Leader of English in the design and implementation of a strong reading programme through the English curriculum.
- Work closely with the Learning Support department in the provision and targeting of literacy interventions.
- Support with enrichment sessions in the library for homework support and reading & writing activities (School Magazine, Reading Clubs, Creative Writing etc.) as well as supporting students with IT based homework and skills during duty times.
- Coordinate events and activities such as World Book Day, author visits, exhibitions, displays, reading schemes and House Competitions.
- Deliver library induction sessions, information retrieval workshops and promote reading in all aspects of pupils' lives.
- Forge and maintain links to outside agencies (National Literacy Trust, BookTrust, Scholastic Book Fairs, Tri-Borough Children's Services) as well as supervise workshops from external companies e.g. Into University (with Careers Advisor).

**Other:**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall mission, values and aims of The John Fisher School
- Establish constructive relationships and communicate with other agencies/professionals including The John Fisher School Partners.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as appropriate
- Participate in training and other learning activities and performance development as required.
- Any other duties which may from time to time be required which are commensurate with the post holder's skills, experience and level of responsibility