I will serve

St Ursula's School

Librarian

Autumn term 2026

"The greatest gift we can give to others is love, for love is the greatest gift we can receive from God."
St Angela Merici

Responsible to: SLT

Purpose: To provide and manage an efficient resource and information service for staff and students to include all Resource Centre resources (Books, Magazines, electronic devices, and Breakfast Club).

Work Pattern	Monday to Friday Term Time (including Inset) = 39 weeks per annum
Times of the day	4 hours per day / 5 days per week *This pattern could change subject to the needs of the school*
Grade / scale point	Grade 5, scale point 12-15

Main purpose of the job

To promote core library services - foster a love of reading and reading for pleasure
To support the quality of teaching and learning across our School
To develop and manage the School's Library
To organise and manage key events (for example world Book Day)

Duties and responsibilities

Promote the development of reading for recreation and take a lead in creating a whole-school environment which encourages reading for pleasure.

- Manage and promote a wide range of resources in a variety of formats and, where appropriate, the equipment to access them.
- Lead a programme of events and activities aimed at raising the profiles of reading e.g., World Book Day, author events and competitions.
- Create and update display boards, providing an attractive environment which is conducive to achieving optimum use of the library - both for purposeful study and for leisure.
- Lead fortnightly KS3 literacy lesson in the library.

Support the educational aims and objectives of the school by liaising with Subject Leaders to ensure the library provides appropriate resources to support Independent Learning and other research activities.

- Work with senior/middle leaders and external organisations where necessary to develop literacy strategies to support learning.
- Mediate between learners and resources to enable learners to identify, locate and access the information they need.
- Promote independent research and learning skills by training students and staff to use information resources in order to promote learning and extend patterns of teaching.
- Enable teaching staff to maintain a high level of awareness of professional development and relevant resources through the provision of appropriate professional materials and information.
- Advise and work with the Literacy Co-ordinator and the Senior Leadership Team on reader development initiatives.

Where appropriate, advise staff on policies for the provision of learning resources across the curriculum.

- Support intervention programmes relating to reader development.
- Ensure that the library supports the academic development of students through various

avenues. e.g., library-based activities, PSHE programme, local or national events and initiatives etc.

Manage the study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces.

- Monitor stock usage within the library, making necessary orders in accordance with the appropriate procedures. Maintain appropriate records of stock and provide usage statistics of books and other items.
- Select, acquire, maintain, and withdraw library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues.
- Plan the library budget, monitor the budget spend, and evaluate the use of the budget to ensure that resources are being used efficiently and effectively.
- 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/conduct benchmarking exercises where appropriate.
- Ensure the library operates in a secure, safe and tidy manner - the resources and materials are maintained in an orderly state for easy retrieval.
- Supervise students in the library at break, lunch, during library lessons, plus before and after school.
- Lead a group of student librarians who support in the library.

- Make independent decisions as issues arise.
- Represent the school with a range of stakeholders, the public, external agencies, and organisations.
- Exercise judgements to ensure the SLT are supported in their roles and the Head Teacher is always fully briefed.
- Have due regard to the school's Health and Safety policy and the provisions of the Health and Safety at Work legislation.
- Commitment to implementation of the school's equal opportunities policy.
- Undertake any other responsibilities which the Head Teacher may reasonably require.
- Uphold the Catholic ethos of the school.

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

PERSON SPECIFICATION

Specification	Essential	Desirable
Education/training	Minimum of grade A-C or equivalent at GCSE Maths & English IT literate	Professional qualifications relevant to the role Familiar with school-based database software applications
Experience	At least 2 years' experience of working in a Library within an educational establishment or an Information Centre Experience of working with/supervising young people, including behaviour management. Conversant with library management systems/packages and ICT software.	Member of The Chartered Institute of Library and Information Professionals-CILIP
Knowledge, Skills and Attributes	Sound knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources. Knowledge of how ICT can be used to support reading development. Knowledge and understanding of child protection, safeguarding children, and promoting the welfare of children. (Training will be provided) An understanding of budget management. Excellent communication and organisational skills. The ability to strategically plan towards the library's key aims and objectives to ensure the desired outcomes are met. The ability to demonstrate an innovative and passionate approach to books and reading.	
Personal Qualities	Be committed to excellence, self-motivated, demonstrating a positive approach with a "can do" attitude. Have a genuine love of reading, a high level of personal drive and consistently set extremely high standards for themselves and students. Be able to build effective relationships with staff, students, and external parties at all levels. Be able to make key decisions with good judgement. Understand the importance of, and be able to work to, a very high level of detail and accuracy. Be supportive of the Catholic ethos of the school	