

JOHN COLET SCHOOL JOB DESCRIPTION

POST:	Librarian and Media & Marketing Assistant
GRADE:	Range 3
PATTERN:	22 hours a week. 38 Term time weeks including 3 INSET days. An additional 2 INSET days may be worked on a timesheet basis. Days/times to be mutually agreed.
RESPONSIBLE TO:	Literacy Coordinator

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES

Main duties are as follows:

- Manage, monitor and evaluate the development of the library and resources to meet the needs of the school's curriculum and literacy requirements.
- Lead the reading scheme programmes to support students in becoming fluent readers.
- Work with the Assistant to the Head of Sixth Form to ensure the learning and curriculum needs of Sixth Form students are met in the library.
- Operate and maintain the library management system.
- Lead on the promotion of the library through displays and participation from students through events, competitions and activities throughout the year, including engagement of author visits to address students and carry out workshops.
- Supervise student behaviour in all areas of the library and uphold the school behaviour policy.
- Induct new staff and students in how to use the library as a resource.
- Manage the annual library budget.
- Produce marketing materials for the school including its prospectus and ensure the school's social media profile is up to date.
- Photograph school events for use in marketing materials and social media feed.
- Deliver library lessons for students, working with the English team.
- Organise, publicise and lead extra curricular reading clubs.
- Use the library resources, events and staff to cultivate a reading culture and love of reading across the school.

In addition:

- Deal with all matters confidentially.
- Undertake other work of an appropriate nature and in the interests of the school as directed by the Line Manager.
- Provide support to students during periods of contact and help promote a general feeling of well-being within the school.
- Participate in the School's appraisal system.
- Take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

Duties may vary from time to time, as required by the Headteacher, within the broad remit of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

June 2024