



## MACMILLAN ACADEMY JOB DESCRIPTION

**Job Title:** Librarian

**Responsible to:** Catherine Hodgson, Assistant Headteacher

**Purpose:** To inspire a genuine love of reading across the school community, develop students' information, literacy and research skills, and act as a key partner in supporting teaching and learning throughout the school.

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### **Principal responsibilities:**

- Operate the academy's library service so that it provides an up to date and effective support service to students in order to ensure relevant resources are available for learning.
- Supervise students in the library at social times e.g. lunchtimes.
- Provide an expert resource in information provision and management and provide advice and guidance to help students develop research skills such as bibliographies, citations, plagiarism and internet research.
- Maintain and update the academy's library stock and ensure it is safely, securely and appropriately stored.
- Maintain accurate financial records to ensure that school financial procedures are adhered to and expenditure is kept within budget.
- Working with the academy's Leader for literacy, champion and promote reading for pleasure across all year groups through engaging displays, reading challenges, book clubs, author visits and other enrichment activities.
- Create an inviting, visually stimulating library environment that motivates students to read, explore and discover.
- Provide a safe, inclusive and supportive environment where all students feel welcomed and valued.
- Encourage students to contribute towards the running of the library e.g. Young Librarian Scheme / work experience placements.

### **General duties and responsibilities:**

- To carry out other duties as required.
- To participate in and attend meetings and training as appropriate.
- To take an active role in own professional development in line with academy performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all academy procedures and policies, and to adhere to the academy's professional code of conduct for staff including smart dress code.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/academy Senior Leadership Team.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Line manager signature: \_\_\_\_\_

Date: \_\_\_\_\_