

Library Manager Position Description

Responsible to: Head of English and Languages Department

Responsible for: Librarians (x 2 Primary School focus), Student Librarians

Hours: Term time, 8.00 am to 4.00 pm (works to 5pm on Monday and when required)

Job Purpose

The School Library Manager leads one of the school's most important services. The purpose of the role is to develop our students love of reading and an ability to use the full range of Library services. At the same time, the purpose of the Library Manager is to make our School Library a valuable and treasured resource for the whole Pinehurst Community.

Core Outcomes

- The School Library is a busy, happy place for students and the whole Pinehurst Community
- Books and other resources are borrowed with increasing frequency and enthusiasm
- The Library is seen as a 'hub' by all members of the community, welcomed in for events, training and exhibitions on a regular basis
- The School Librarian is seen as an innovative leader amongst his or her peers

Service Delivery

Tasks	Performance Criteria
Maintain Library System	• Oversee the classifying, cataloguing and processing of all new materials including textbooks • Gain expertise in using the Library Management System 'Access.it'. Be able to provide data and borrowing statistic reports. • Formulate Library procedures around the needs and use of our school community
Daily Management	• Manage the daily activity of the library • Ensure that the day-to-day administration is efficient, and that systems, resources and equipment are well maintained • Facilitate the learning spaces for classes, groups, and events • Maintain library bookings and encourage library usage • Ensure students are advised of the rules regarding the use of digital technology in the library space. • Oversee the issue of books and return of books (Circulation) • Oversee the collection and distribution of student textbooks • Oversee the management to two library staff. • Ensure the primary school library programme is in keeping with the wider library vision of serving the school community. Library Hours – 8am -5pm Mon-Thurs. 4pm Close on Friday

Purchases	• Administer the Library budget: Library Books and Consumables • Evaluate, select, and purchase new resources in consultation with staff and students, within budget
Engagement with Students	• Be positive with students in all contexts, encouraging the sense that our Library is a warm and inviting shared space • Help students to find books they will love • Help students to use and access library resources, print and digital. (Epic databases – eBook Platform) • Supervise study as and when required
Working with teachers	• Work with teachers to develop the integration of research skills into the curriculum and ensure that the library supports inquiry and research. • Develop and promote the effective use of resources and services and ensure they are responsive to student and teacher needs. • Recommend and order appropriate resources to supplement curriculum areas as requested • Act as a consultant to teachers, providing ideas and materials for curriculum development as requested • Keep up to date with current research on teaching and learning in the library setting
Student Librarian Assistants	• Train and manage a team of Student Librarians -Year 6 to 13. • Create a team spirit that builds pride and ownership in the library environment • Oversee the paid Student librarians in their role working afterschool.
Promotion	• Promote the library through displays and special events such as book week etc • Attend English department meetings and promote events and resources • Manage Library reports and records as required • Report termly on Library use and ongoing development • Maintain the library School Box page • Update the Access.it display page regularly • Promote the eBook collections to parents and students
Equipment	• Supervise the maintenance of equipment used in the library including computers, photocopiers/printers, and the online catalogue iPads, for library search
Health and Safety	• Identify and eliminate or minimise hazards in the work place • Be aware of emergency procedures and drills • Report accidents, injuries and hazards • Ensure that the code of practice for computer use and cyber safety is followed

Core Competencies for Staff

Participating and Contributing – demonstrating the ability to respond appropriately as a team member and to make connections to others
• Supports and models the school's values at all times • Identifies and participates in learning opportunities as appropriate for personal development • Supports and assists students • Accepts and manages personal responses to change in a positive manner • Works collaboratively as a team member • Schedules activities and resources • Understands the concept of work/life balance
Thinking and Communicating – using creative, critical and reflective processes to make sense of and question information, experiences and ideas.
Verbal • Convey simple information clearly, logically and accurately • Can provide directions, information and assistance about the library • Provides information and assistance to students about ICT • Listens and asks questions to maximise understanding • Understands the differing communication styles required when dealing with students and staff • Actively listens to what others have to say • Uses relevant verbal and non-verbal clues to check for understanding Written • Writes in an appropriate manner so material is easily understood • Written work is accurate Problem Solving • Collects data relevant to the issue • Completes analysis of data • Consults, seeks assistance when necessary • Keeps appropriate people informed during the decision making process
Managing Staff – being responsible for the delivery of the work requirements and maintaining ethical standards
• Accepts ownership for delivering to commitments • Uses time productively • Has a 'can do' attitude • Establishes systems and methods for organising resources • Plans and organises tasks on a day to day basis to achieve results • Checks for agreement and approval before acting and seeks assistance when required • Is aware of the effects their words and attitudes have on others • Maintains own well-being • Continually maintains professional knowledge
Relating to Others – achieves objectives through working as part of a team, freely sharing knowledge and using other strengths
• Actively builds positive and productive working relationships • Builds personal credibility with students • Is approachable, open, non-defensive and transparent in dealings with others • Shares relevant knowledge with others • Accepts constructive criticism and learns from it • Shares credit with others

Michele Coombridge
Employee

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Date

Alex Reed
Executive Principal

____/____/____
Date