



Leechpool Primary School

JOB DESCRIPTION – SCHOOL LIBRARIAN

REPORTS TO: ASSISTANT HEAD (Curriculum and Achievement) and ENGLISH TEAM

DUTIES AND RESPONSIBILITIES:

Library

- Manage the school library in consultation with the Assistant Head for curriculum and Achievement and English Team.
- Liaise with teachers over resources for topics on curriculum.
- Order new books and catalogue them on the library Libresoft system.
- Control the library budget with the School Business Lead.
- Issue and control availability of books including overdue books.
- Run weekly lessons with classes to choose books and read stories.
- Ensure good discipline is maintained in the library.
- Supervise break and lunch times in the library as scheduled.
- Ensure the Library is kept clean and tidy.
- Create and maintain library displays to promote books and reading.
- Establish good relations with the pupils, encouraging reading and advising children on suitable literature depending on their ability and interests.
- Support reading groups.
- Assist with hearing readers on a 1:1 basis as guided by the English Team and class teachers.
- Assist teachers during library lessons.
- Develop and run library lessons.
- Support World Book Day activities in conjunction with English Team.
- Promote new authors and books.
- Support the LEAF with Book Fairs.
- Support the English Team when hosting authors, enrichment visits and reading incentives e.g. Readathon.
- Help children with research and library skills and categorisation. Work with the English Team to analyse and advise on pupil reading.
- To assess and provide a range of books for the school's reading scheme updating new books constantly.
- Create and instigate new ideas and competitions to keep children focused on reading.
- Advise children on a suitable choice of book depending on their reading interests and abilities.
- Help promote reading at Open Days/ Evenings.
- Work with the Learning Support team with regard to those children who need guided reading.
- Coordinate parental volunteers with interest in supporting reading at the school
- Celebrate reading achievements in assemblies.

The duties set out in this document are not intended to be exhaustive, and staff may be required to carry out such other duties as the Headteacher may reasonably require from time to time.