**Job Description**

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

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| **Post** | Librarian |

The purpose of the post

To help develop and maintain a library resource centre for the community and college. To help plan and co-ordinate resources with the Head of ILR and PLS to meet demands and to help provide training in information skills for staff, students and public.

The duties of the community librarian are to

1. develop modules of work using resource-based learning methods, including carrying out all necessary research and liaising with teaching staff.
2. run INSET sessions on resourced-based learning and other activities associated with the work of the Library Resource Centre.
3. monitor stock usage, purchase and withdrawal.
4. keep detailed financial records relating to the use of the Library Resource Centre capitation and other funds.
5. investigate the potential of central record keeping including the establishment of a centralised database of resources.
6. advise the Headteacher of future needs based on accurate statistics of usage patterns.
7. provide induction courses in study skills.
8. aid and guidance to pupils engaged in research.
9. hold responsibility for the maintenance of good order in the Library Resource Centre.
10. liaise with the Library Manager in all the above, including the supervision of the work of the Library assistants including student and parent volunteers.
11. undertake any other duties consistent with the post.