



ROEDEAN

An independent 11 – 18 girls' day and boarding school in Brighton



The post of Head of Libraries

The Role

Reporting to the Deputy Head, Academic, the Head of Libraries will promote a love of reading across the school and manage, develop and promote an effective learning resource that supports teaching and learning across the school.

The Head of Libraries will be responsible for effective management of the main library and resources within the Old Reference library. This role also includes management of the Assistant Librarian/Bookseller, Archivist and Library Assistant.

Main Duties

To promote and support reading across all areas of the school by creating an enticing and vibrant space in which books can be lent and sold / recharged to students. To support the school in providing stimulating education and exciting extra-curricular opportunities in an environment which is supportive and friendly. To undertake the varied duties of a school librarian.

- In partnership with the Senior Team, Faculty Leads and Heads of Department and Key Stage implement the library policy and manage the resource areas to reflect the educational aims and objectives, ethos and curriculum of the School.
- Integrate the libraries into the life and work of the School and promote their use through emails, posters, displays and events.
- Promote reading for pleasure through the use of displays, author events, celebration of World book day, Southern Schools Book Award (SSBA), Summer Reading Challenge, Book Club, reading lessons in the library, reading lists appropriate to age and Kids Lit Quiz.
- Select a wide range of resources in print and electronic formats suitable for the full age and ability range of students.

- Develop partnership with local booksellers to create exciting visual book displays to develop the sense of the library as a bookshop.
- Maintain an effective partnership with teaching staff to identify their curricular requirements and match these to relevant print and electronic resources, ensuring that books on Departmental reading lists are stocked and available for sale and/or recharge in the library.
- Maintain up-to-date knowledge of current titles and changes in the market
- Devise and deliver teaching programmes as required eg Sixth Form Programme (Library resources, Plagiarism and Referencing) and Library induction programmes.
- Plan and oversee the organisation and management of the libraries, including the financial management of the library budget, the preparation of financial estimates and Library Development Plan.
- Attend teaching staff meetings and teaching staff INSET and work closely with teaching staff to promote reading and information literacy skills and improve academic attainment.
- Provide appropriate professional teaching materials and information to help teaching staff maintain a high level of awareness of professional development and resources.
- Maximise the effectiveness of students' and teachers' work in the libraries through the use of IT services, and plan and develop library e-resources as a contribution to the IT development plans of the School.
- Maintain the quality and relevance of stock through regular evaluating, withdrawing and replacing as necessary.
- Maintain library management system (Access-IT) to ensure the libraries operate efficiently on a day to day basis; in consultation with the IT team and Access-IT.
- Provide assistance to students, especially with regard to:
 - Information literacy skills including the location, retrieval, evaluation and presentation of information
 - Effective use of print and e-resources
 - Choice of literature and materials to meet academic and leisure needs including support for sixth formers for university background reading and applications to university.
- Provide assistance to teaching staff, especially with regard to:
 - Awareness of resources relating to subject areas
 - Professional reading
 - Reading for pleasure
- Evaluate the library information service by monitoring its performance through use of surveys and statistics.
- Manage, train and support library staff.
- Establish and maintain links with other libraries and information agencies eg SSBA, LISSEE, ISLG, GSA Cluster groups, East Sussex and West Sussex School Libraries.
- Support the Assistant Librarian/Archivist in his/her duties.
- Support the Library Assistant in maintaining links with the Old Roedeanian Association.
- Appoint, train and deploy a team of Student Library Assistants with assistance from the Library Prefect.
- Manage the use of library computers, printers, scanner and photocopier for all library users.
- Act as tutor when required; remuneration to be given as time in lieu.
- Attend Open Mornings, Roedean Day and Speech Day and attend other events (e.g. plays, concerts, trips and drama performances) as part of the life of the school.
- Submit articles on library events to the Head's Weekly Review.
- Liaise with EPQ coordinator and EPQ students in providing resources, advice on referencing and attending EPQ presentations. Act as EPQ supervisor, as required (paid role).
- Hold library events for librarians in the wider area at Roedean eg Access-IT courses, SSBA Meetings and LISSEE meetings.

Person Specification

ESSENTIAL

- Educated to degree level
- A passion for reading and books
- Knowledge of the library and/or bookselling sector
- Excellent IT skills
- Excellent communication, numerical and organisational skills

DESIRABLE

- Qualified Librarian with a degree in Librarianship or equivalent or post-graduate library qualification (qualification recognised by the Chartered Institute of Library and Information Professionals - CILIP)
- Chartered Librarian
- Experience of working with young people
- Knowledge of Young Adult (YA) literature
- Experience of delivering information literacy lessons

Hours

41 hours per week, term time plus 2 weeks of holiday time (36 weeks in total). The library is open from 8am – 7.30pm, Monday to Friday and is staffed on a rota basis.

Salary

Based on Roedean NTS Point 27 (£26,581 per annum pro rata). Actual salary £23,053 per annum.

Other benefits include:

- **Pension** - Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 % - pro rata for part time staff)
- **Death in service benefit**
- **Free dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – free use of the swimming pool, fitness suite, squash and tennis courts (subject to availability). Weekly yoga classes are available after work at no cost.
- **Wellbeing** – Staff have access to a free confidential counselling service. Subsidized staff bar and social events each half term.
- **Library** – all staff are able to borrow books and DVD's without charge
- **'Cycle to Work' scheme**
- **Free parking on site**

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition from management check, an enhanced DBS check and a safeguarding interview.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

Appointment details and how to apply

Applicants must complete the application pack and return it to vacancies@roedean.co.uk or via post to Louisa Butler, Roedean School, Roedean Way, Brighton BN2 5RQ.

Closing date: 9am, 9 September 2019. Due to the need to appoint quickly we reserve the right to interview and appoint at any time.

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