



Job Description: Librarian and Futures Lead

Reports to:	Assistant Principal
Salary:	Grade 9 (£37,909 - £44,000)
Hours of Work:	07:30 - 16:30
Start date:	As soon as possible
Contract:	Full time, Annualised Contract (i.e Term Time + 2weeks)

This is a unique and exciting opportunity to join Ark Evelyn Grace Academy, a special community in the heart of Brixton, in a role that is central to our mission of *empowering our students to be the voice of their future*. The role involves working closely with our leadership team to embed a strong culture of reading and providing students with careers information, advice and guidance so that they are empowered to make informed choices about their future.

The Role

- To ensure that the library is at the heart of Academy life, providing a high-quality learning environment that is welcoming, ambitious and inclusive.
- To play a central role in developing a culture of reading, both for pleasure and for learning, within the Academy and wider community
- To take overall responsibility for the management of the Academy's library.
- To maintain a careers library and database, ensuring all the relevant information is both current and sufficient.
- To provide appropriate help and advice, enabling students to make good quality, informed decisions about their next steps.

Culture and Community:

- To promote the Academy's mission of *empowering our students to be the voice of their future* and the values of The Culture Compass.
- To participate in the planning and delivery of careers' information/literacy programmes for parents and families.
- To provide a library skills induction programme for all students.
- To support with transition days, summer school and student induction.
- To support with school events such as parents' evenings, the summer fair, school shows.

Literacy and Reading Interventions:

- To lead and support reading interventions, working with specific reading programmes (Fresh Start, Lexia, Lexonic)
- To support library lessons, delivered by teachers.
- To organise reading age tests.
- To support the inclusion team working with identified vulnerable students.
- To plan and deliver a range of initiatives in order to engage 'reluctant readers'

Advice, Guidance and Destinations:

- To coordinate one to one career interviews for students and additional targeted sessions (for example, those at risk of NEET), where required.
- To co-ordinate age-appropriate and subject-specific reading lists.
- To support the options process for Year 9 & pathways process for year 11.
- To work with the Pastoral Lead for KS4 to ensure all students secure progression to a high-quality post-16 course and provider.
- To monitor, record and communicate leaver destination information to relevant parties
- To manage "student destination" data and records

Personal Development:

- To plan tutor sessions on careers, aspirations and futures as part of the tutor time curriculum.
- To organise events related to reading and careers (for example, World Book Day, Careers Week) and plan related tutor sessions.
- To support students with homework and revision and ensure the library supports independent study.
- To appoint and develop the role of student library helpers

Partnerships, Opportunities, Events and Experiences:

- To actively promote reading events and careers events in school assemblies and information evenings
- To coordinate a visiting speakers programme to inform and inspire our students about reading and careers.
- To organise a variety of events and initiatives (e.g. World Book Day, National Children's Book Week, Black History Month, Careers Week, Apprenticeship Week, Careers Fair, Careers Masterclasses, Futures Week) and work with the leadership team to build opportunities related to our houses (Bloomsbury, Southbank, Temple, Whitehall).
- To liaise with Ark, local career services, post-16 providers, employers and professional organisations to support student access to special events or opportunities

Management:

- To manage the reading library and careers library to ensure it is operating in an efficient manner and meeting the needs of the Academy
- To administer the library's budget, selecting and purchasing all resources.
- To manage and maintain the library management system, keeping accurate and current records of all learning resources in accordance with Academy policy
- To provide regular reports on the needs and performance of the library and maintain a record in order to monitor its effectiveness and identify targets for continued improvement
- To liaise with subject leads, students and other key staff, to keep the library appropriately resourced in order to foster interests and support the learning and reading development of all students.
- To classify and catalogue all books and learning resources
- To manage and develop the physical layout, furniture and fittings of the library and ensure that displays and engaging, inspiring and professional.
- To provide and maintain a comprehensive database of all learning resources and train students and staff in using it, either individually or as a group, as appropriate.
- To manage the distribution of the student devices as a learning resource.

Other

- To train to be a first aider and fire-marshal.
- To carry out any other tasks as reasonably required by the Principal and line manager.
- Willing to undertake appropriate training relevant to job role eg Careers Leader.

Person Specification: Librarian and Futures Lead

Qualifications

- Right to work in the UK
- Maths and English to grade C GCSE or equivalent
- A degree level qualification is desirable but not essential
- Recognised professional qualification for librarianship and or careers guidance is desirable.

Knowledge and Experience

- Experience of or desire to work with and motivate young people to engage with reading and careers education.
- Experience of working in a library/Learning Resource Centre/careers library within an educational institution or similar information centre and undertaking leadership and management activities therein (desirable but not essential)
- Knowledge of how libraries can be used to support curriculum delivery, careers education and raising standards for students of different ages (desirable but not essential)
- Knowledge of the current education framework and the needs of an inner-city, multicultural school (desirable)
- A good knowledge of and passion for books and literature.
- Knowledge and understanding of The Gatsby Benchmarks.

Personal Characteristics

- A contagious enthusiasm for reading and careers' education.
- Energetic and dynamic
- Highly organised and efficient; capable of multi-tasking and working at pace
- Genuine passion and a belief in the potential of every student
- Helpful and positive nature, calm and caring
- Excellent people skills
- Understands the importance of confidentiality and discretion
- Demonstrates creativity and imagination,
- Highly motivated showing resilience, stamina and reliability under pressure
- Reflective: able to review own performance and keen to learn and develop own skills
- Can relate well to children, parents and members of the community
- Flexible attitude towards work: can adapt quickly to new demands
- Commitment to the values and ethos of the Academy.

Specific Skills

- Ability to lead and manage a library and careers' library
- Highly competent in the use of ICT – able to use to support the delivery of learning and management
- Excellent communication skills, both written and oral
- Ability to manage and disseminate information in a range of different media
- Strategic planning skills to support the writing and implementation of the library policy
- Financial management skills for management of library and careers budget
- Capable of developing and using a range of resources to support the delivery of learning
- Ability to work well as part of a team and motivate and line manage library and careers staff (including consultants/advisers).

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.