

Job role: Senior Librarian

Responsible to: Headteacher and Reading Leader

Primary Purpose: to lead and run the school library. To promote the love of reading within our school.

The postholder will:

- Undertake regular training in running the school library system
- Be responsible for managing the library system over lunchtime and during lesson time when classes are using the library.
- Promote the library within school
- Help recommend books to the children
- Research and suggest new books for the library
- Support children's enjoyment of, and excitement about reading
- Work with the reading lead to cultivate a love of reading in school
- Organise, catalogue and classify library new library resources
- Keep the headteacher, school governors and parents informed about the need and development of the library.

Job role: Librarian

Responsible to: Senior Librarians

Primary Purpose: to ensure the library is well-organised and well-used. To promote the love of reading within our school.

- Undertake training in the organisation of a library
- Write book reviews/ articles for the news
- Create displays in the library focussing on different topics / authors each term
- Take responsibility for checking the outside libraries ensuring they are kept tidy. Removing tatty books and replacing with new books.
- Help recommend books to the children
- Research and suggest new books for the library
- Support children's enjoyment of, and excitement about reading
- Take responsibility for a section of the library and ensuring books are returned in correct places.
- Make the library look attractive and accessible to all children

