



## CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

### JOB DESCRIPTION

### Librarian– High School

Post:	High School Librarian
Responsible to:	Principal, ALT
Responsible for:	Managing, developing and promoting the Library within the school to ensure that an effective resource and information service is provided to all students and staff. Leading on the delivery and work of the Extended Project Qualification for Sixth Form students.
Liaising with:	Principal, ALT, Heads of Key Stage, Teaching, and Support staff

#### **Purpose**

- To develop a thriving High School Library which promotes literacy across the key stages;
- To work with Heads of Faculty and the Head of Curriculum, Teaching and Learning to develop units of enquiry within the library;
- To lead the work of the accelerated reader programme in liaison with the English faculty;
- To deliver and lead on the work for the Extended Project Qualification with Sixth Form students.

#### **Key Responsibilities**

- Ensuring the library is welcoming and a purposeful space for all students and staff within the school;
- Liaise with the Heads of Faculty to ensure resources on display mirror current schemes of work from across the curriculum;
- Work with Sixth Form students undertaking the Extended Project Qualification. This includes guiding them in their projects and ensuring rigorous assessment of them in liaison with the Head of Key Stage 5;
- Leading a thriving culture of reading within the school and promoting the library as a resource;
- Manage the High School's library and information resources ensuring effective and efficient access to printed and electronic information for all staff and students;
- Monitoring student use and to encourage all students to use the library;
- Working with the Principal, manage the Library resource budget, taking responsibility for the selection, acquisition, organisation, promotion and display of books and other resources;
- Select, acquire, organise, promote and maintain books and other learning resources to cover the full age and ability range of the students, and to ensure an equality of opportunity for all;
- Participate with teaching staff in planning and supporting reader development, and encourage reading and enjoyment of literature;
- In liaison with the English faculty, help lead the accelerated reader programme for KS3;

- Manage learning materials for effective retrieval and use, including the systematic indexing, classification and cataloguing of all Library resources and dissemination of information relating to those resources to staff and students as appropriate;
- Support the maintenance of up-to-date records and organise other school reading resources;
- All staff are expected to fully adhere to and support the Christian ethos of the school.
- Undertake other reasonable duties as may be required or designated from time to time by the Principal.

### **Position Requirements:**

The High School Librarian should be an inspirational and dynamic leader committed to the highest standards in every area of the work of the school. They will be required to meet the following requirements:

#### **Spiritual**

- Fully adhere to and support the Christian ethos and values of the school

#### **Education and Experience**

- Professional Librarian training and/or qualifications;
- In-depth knowledge, understanding and experience of library and information skills;
- Minimum of 4 years' experience working in a High School library;
- Current knowledge and understanding of literature and resources to support Key Stage 3, 4 (GCSE) and 5 (A Level) students and the English National Curriculum (2014);
- Awareness of child development and the role of reading in the educational development of the child;
- Excellent communication skills, both oral and written, and the ability to adapt to a range of very different audiences;
- Ability to work independently, multi-task, manage multiple priorities and set and meet appropriate targets, and is solution driven, a radiator / literature ambassador;
- Ability to use a Library Management Information Systems and other ICT software, such as Microsoft Word, Excel, PowerPoint, and SIMS.

#### **Skills / Attributes**

- Excellent leadership, organisational, communication and ICT skills;
- High level of personal integrity and confidentiality;
- Ability to think strategically, analytically and creatively
- Outstanding interpersonal skills with the ability to work collaboratively, coach, mentor and maintain respectful and trusting relationships;
- Ability to work independently, manage multiple priorities and meet deadlines;
- Effective change management skills, including those related to curriculum development;
- Be quality conscious, dynamic and results oriented.

#### **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of

trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

***This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.***

Signature of Postholder \_\_\_\_\_ Date / /

Signature of Principal \_\_\_\_\_ Date / /