



CAYMAN PREP & HIGH SCHOOL JOB DESCRIPTION

Primary School Librarian/Teacher

Purpose:

- Manage and promote the effective and efficient use of the library and library resources
- Provide timetabled teaching for leadership cover and further cover as required
- Support the development of reading and research skills across all stages of Primary School
- Promote enjoyment and excitement of reading and literacy to all members of the School Community

Reporting to: English Subject Leader and Head of Academics

Liaising with: Volunteer librarian, Primary Leadership Team, Year group Leaders, Class and Specialist Teachers, Learning Assistants, High School Librarian, Phonics and Early Reading Lead and Volunteer Primary Librarian.

Working hours:

7:30am – 3:30pm Monday to Friday during term time.

Main Duties and Responsibilities

In liaison with relevant teaching staff:

- Deliver lessons as agreed to ensure outstanding student learning, based on the English National Curriculum, across a number of year groups ranging from years KG to 6 and according to varied educational needs.
- Plan and deliver lessons for leadership cover, with due attention to fulfilling Curriculum, Teaching and Learning, Inclusion and Assessment policies.
- Manage and monitor the online reading schemes – Accelerated Reader and Bug Club.
- To provide opportunities for students to be actively involved in their library session and learning, through practical activities, investigations, questioning and research.
- In liaison with the Head of Academics, deliver lessons for any further cover requirements.

In liaison with Head of Academics, English Subject Lead, Phonics and Early Reading Lead, and volunteer librarian:

- Manage the school library budget and resources ensuring effective, efficient access for all
- With the volunteer librarian, manage resources 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.
- Participate with teaching staff in planning and supporting reader development, and encourage reading and enjoyment of literature.

- Support the learning and teaching of reading, research and literacy skills through individual and group support, across the full range of primary-aged students
- Provide guidance and assistance to students on:
 - the choice of literature and materials to meet leisure and curricular needs.
 - appropriate strategies for the selection of information resources to undertake assignments;
 - the effective use of specific sources, e.g. reference material, where appropriate
 - establishing skills for independent learning
- Support the volunteer librarian to develop and maintain a safe and stimulating library environment, making the library attractive and accessible to all, including displays, guiding and publicity materials
- Ensure that information concerning the resources available, as well as the general rules and procedures of the library are disseminated to staff and students.
- Develop links with the HS Librarian to facilitate transition and a coherent approach to library skills
- With the volunteer librarian, train staff, parent volunteers, and student prefect librarians.

All Staff Are Expected To:

- Assist with various duties as assigned by the Principal, according to the needs of the school
- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, dress requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings, student performances and extra-curricular activities

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 will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Post Holder's Name: _____

Post Holder's Signature: _____ Date: _____

Primary School Principal: _____

Primary School Principal's Signature: _____ Date: _____