CAYMAN PREP & HIGH SCHOOL
JOB DESCRIPTION

Primary School Librarian/Teacher

Purpose:

- Lead, manage and promote the effective and efficient use of the library and library resources to support high reading outcomes
- Provide regular library teaching across all year groups from KG to Year 6, and cover for absent teachers on occasion
- Support the development of reading and research skills across all stages of Primary School
- Promote a love of reading and literacy to all members of the School Community

Reporting to: Head of Curriculum Teaching and Learning

Liaising with: English Subject Leader, Phonics and Early Reading Lead, Volunteer librarian, Primary Leadership Team, Year group Leaders and High School Librarian

Working hours:

7:30am – 3:00pm Monday to Friday during term time.

Main Duties and Responsibilities

<u>In liaison with relevant teaching staff:</u>

- Develop and maintain a library and reading curriculum to support reading and writing across the school.
- Deliver library lessons to ensure outstanding student learning, based on the English National Curriculum learning objectives in reading, across all year groups from KG to Year 6 and according to varied educational needs.
- Cover other subject lessons, as necessary, to ensure outstanding student learning, based on the English National Curriculum learning objectives, across all year groups from KG to Year 6 and according to varied educational needs, with due attention to fulfilling Curriculum, Teaching and Learning, Inclusion and Assessment policies.
- Provide opportunities for students to be actively involved in their reading and learning, through reading initiatives, practical activities, and text investigations.
- Manage and monitor the online reading schemes – Accelerated Reader and Bug Club.

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

- Manage the Primary School's library information system and cataloguing, ensuring effective and efficient access for all staff and students.
- Manage the library budget effectively to ensure the library is well equipped and resourced according to need and best practice.
- Manage library resources for effective retrieval and use, including systematic indexing, classification and cataloguing, and the dissemination of information relating to those resources, to staff and students as appropriate.
- Promote a love of reading across the school by leading initiatives such as World Book Day, the storyboard competition and Spelling Bee.
- Participate with teaching staff in planning and supporting reader development, and encourage reading and enjoyment of literature.
- Show a commitment to own professional development and attend CPD as required, leading on CPD, in line with the school's training needs
- Mentor the student librarians and provide extra-curricular opportunities across the year
- 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.

Qualifications, Experience and Skills Required

- A Bachelor's degree from a recognised institution, together with an internationally recognised teaching certificate, such as a PGCE, a Bachelor of Education or H.Dip.Ed.
- A minimum of three years' teaching experience, teaching a British-based curriculum.
- Excellent communication skills, both oral and written, and the ability to adapt to a range of very different audiences.
- Experience of working with Library Management Information Systems and other ICT software, such as Microsoft Word, Excel and PowerPoint.
- Ability to work independently, multi-task, manage multiple priorities and set and meet appropriate targets.
- A good working knowledge of age-appropriate texts for students aged 4-11, both fiction and non-fiction.
- Excellent organisation skills.

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_____