Sacred Heart Catholic High School

Job Description

Post Title: Library Co-ordinator

Grade: N5

Responsible to: Head of English

Responsible for: To take responsibility for the running of the School library

In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.

The following list is typical of the level of duties the post holder would be expected to perform. It is not necessarily exhaustive, and other duties of a similar type and level may be required from time to time.

1   Take responsibility for the development and running of the school library.

2   Assist users of the library including assisting teaching staff during library lessons, supporting homework, reading/reading guidance, research and maintenance of stock from issue of books to purchasing new stock.

3   Review and select appropriate books and resources.

4   Actively guide students during and beyond class time in developing a love of reading by selecting fiction, which will engage and extend their interests and literacy skills. Engage students in running the library, literary groups.

5   Promote the library and its facilities, in addition create displays and exhibitions, organise special events, and maintain book lists etc.

6   Use Information Technology resources effectively to operate the library and improve reading/literacy.

7   Supervise students during library opening hours and after school in accordance with the School's Behaviour Policy.

8   Participate in appropriate training and staff development.

9   Promote and implement the school's equal opportunities policy in all aspects of employment and service delivery.

10   The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

This job description may be amended at any time after discussion with the postholder.