



Harlesden Road, Willesden, London, NW10 3RN

Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI March 2024) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, "*Everyone Counts, Everyone Contributes, Everyone Succeeds*" best encapsulates the ethos and values of the community we have established.

JOB DESCRIPTION

Library Resource Manager

Salary – Scale 4 Point 7 -£24,294 pa pro rata – Scale 4 point 11 - £25,979 pa pro rata (based on experience)plus London Weighting - £2175 pa pro rata

Start date: September 2024

Hours: 7:30am – 5:30pm, 36 hours per week, specific hours to be agreed with current Library support staff
Term time only + 2 weeks in August for stock check

Purpose of post:

To organise the day-to-day running of the Library, learning resources and to lead and or contribute to the whole school reading initiatives.

Key tasks:

The Library Resource Manager will be responsible for

1. Library:

- a. Responsible for the management, development and for promoting the Library to ensure that all students and staff have ready access to as broad and relevant reading material as possible.
- b. To work with Curriculum Leaders to ensure the stock in the Library has as much curriculum relevance as possible.
- c. Promote reading in all subjects by organising trips, author visits, visits from other relevant speakers and by taking part in national and school wide reading initiatives.
- d. Implement a policy for the resourcing and use of the Library by the whole school.
- e. Review the Library Policy to ensure it meets the developing needs of the school.
- f. Contribute to the development of the Reading for Pleasure Action Plan.
- g. Maintain, monitor and manage interventions necessary to ensure all pupils in Key Stage 3 and the relevant Project groups are actively engaged in Accelerated Reader.
- h. To liaise with the English Department and Literacy Co-ordinator for the facilitation of the library during lesson time for English, Accelerated Reader assessments, Interventions and any other curriculum related requirements.

2. Teaching & Learning

- a. In accordance with agreed policy and finances, manage, organise resources, facilities and services provided to allow flexible access and support for cross-curricular activities, study support and recreational use of the Library space.
- b. Research, select, acquire, organise and maintain learning resources in all formats to support the curriculum and teaching and learning in general.
- c. Work with individual subjects to develop subject specific teaching and learning resources for use both within the Library and across the school.
- d. Support individual students to make effective use of the Library as possible, monitor those pupils using the Library independently.
- e. Encourage active participation of students and teachers in accessing the full range of facilities available throughout the Library.
- f. Support pupils to understand how to access books in the Library.
- g. Oversee homework club and organise staff to ensure the Library is open from 7:45am – 5:15pm daily.
- h. Maintain an atmosphere that is conducive to study and learning within the Library, manage pupil behaviour with the maintenance of the Reading Lounge to enable pupils to concentrate.

- i. Develop ICT resources to support learning needs in consultation with Curriculum Leaders.
- j. Monitor pupils use of ICT and report any inappropriate use to relevant staff member.

3. Management of Resources:

- a. Prepare an annual Library Action Plan with agreed action points, review this plan 3 times a year.
- b. Manage an agreed Library budget to ensure that resources are maximised, that value for money is obtained and that over spend does not occur.
- c. Index, catalogue and classify learning resources to develop and maintain accurate and reliable catalogue and lending systems to facilitate accessibility, use and control of stock.
- d. Report borrowing figures to SLT monthly and account for book borrowing throughout the year.
- e. Devise and implement policies which ensure appropriate measures are in place to keep the Library stock secure and to minimise the risk of loss of resources and equipment.
- f. Ensure the law of Copyright is observed and that appropriate licences are in place to minimise the risk of claims against the school.
- g. Develop a Careers Library in conjunction with the Work Ready Co-Ordinator and Connexions
- h. Develop a Staff CPD Library in conjunction with SLT
- i. Maintain and develop Eclipse
- j. Recruit and train pupils as Student Librarians and support staff to ensure the service offered is user friendly and efficient.
- k. Undertake a yearly stock check and prepare a report for SLT and governors on the stock held.

4. Marketing and external links:

- a. Promote the use of the Library to the school community and foster an attractive atmosphere which is conducive to learning and positive for all users.
- b. Develop and maintain external links with SLS Westminster, School Libraries in Brent and other School Librarians.
- c. Develop and maintain links with external agencies including museums, HE and FE institutions, community info services etc.
- d. Ensure the Library presents an attractive and exciting image to visitors, in particular potential pupils and their parents.
- e. Take an active part in Open Evening and Open Morning events.
- f. Promote the School Library by fostering and maintain links with local primary schools.

5. Training and development of others

- a. Undertake training both at school and elsewhere.
- b. Attend staff INSET days as appropriate
- c. Provide Library induction for new staff and students

- d. Take responsibility for professional development and keep up to date with new approaches, facilities and technologies relevant to the School Library.
- e. Maintain a high level of awareness of current children's literature and developments in educational policy and librarianship in order to continually evaluate the service the School Library offers students.

General responsibilities:

- a. Work towards and support the School's vision as set out in the SIP
- b. Support and contribute to the School's responsibility for safeguarding students
- c. Work within the School's Health and Safety policy to ensure a safe, working environment for staff.
- d. Work within the School's Equal Opportunities Policy to promote equality of opportunity for all students and staff both current and prospective.
- e. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- f. Engage actively in the performance management cycle
- g. Undertake other reasonable duties related to the job purpose required from time to time.

Application process:

- Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you around, and answer any questions you may have in advance of the interview.
- Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.
- Appointment is subject to a clear, enhanced DBS check.
- Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.
- Completed forms should be returned directly to Newman Catholic College at the above address or via email to trohan@ncc.brent.sch.uk.

Closing date: Friday 05th July 2024 ,Midday
Interview: Thursday 11th July 2024

Person Specification

	Essential	Desirable
Skills Required		
Excellent written and spoken English	✓	
IT competence at a level to meet the demands of the job	✓	
Proven high levels of organisational skills	✓	
Ability to communicate effectively with all members of the School community	✓	
Information retrieval skills	✓	
Knowledge Base		
Knowledge and love of children's literature	✓	
Knowledge of the principles and practice of Librarianship or the desire the gain such knowledge	✓	
Awareness of current developments in Government reading for pleasure and literacy policies.		✓
Awareness of National Curriculum		✓
Experience of using Eclipse library management software.		✓
Qualifications/Attainment		
Chartered Librarian (MCLIP or equivalent)*		✓
Education to degree level or equivalent	✓	
Experience		
Post qualification experience in a library		✓
Posit qualification experience in a school library		✓
Attitude/Approach		
Self-motivated and bale to work under own direction	✓	
Proactive and imaginative in approach to provision and promotion of library resources	✓	
Ability to liaise confidently with teaching staff and other professionals	✓	
Ability to work with young people	✓	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult situations		✓

* For candidates without formal librarianship qualifications the school may be able to facilitate training opportunities.

