

JOB DESCRIPTION

JOB TITLE	Head Librarian
DEPARTMENT/SECTION	Information Services
REPORTS TO	Director of Information

JOB SUMMARY

The Head Librarian is responsible for all Library services, planning, development, operations, and environments across the whole of the School, including the school's online subscriptions, electronic and physical textbooks, and physical collections housed in the Martin Centre, Preparatory School and the School Archive. Specifically, the Head Librarian:

- promotes, and leads the development of innovative, inspirational library services and resources to pupils and staff.
- promotes and supports a programme of information literacy to over 1,450 pupils aged 4 to 19, as well as teaching and support staff.
- participates in the wider Information Services team responsible for Information Systems and Digital Education, developing strategies, and managing the convergence of content, information, data, and automation in technology mediated learning and development experiences.
- works in conjunction with Head of Prep School, and Deputy Heads of the Senior School and their management teams, to develop and extend relevant library services, and information literacy skills, into classrooms and activities, and to assist them in managing and monitoring the use of their information resources.
- participates in the Information Steering Committee to share and align library service strategies and services to the priorities of the Committee, and to initiate, lead or support initiatives that affect library services.
- engages with pupils to understand their needs and interests and respond with resources and services that engage them actively with the library as a friendly, relevant support that they can access at any time.
- Lead and manage the acquisition, curation, and organisation of, and access to, all School information resources, in multiple formats, including print and online.
- maintains positive communications and relationships with internal and external parties.
- engages actively in opportunities for professional development.
- manages and supports staff professional development.

KEY DUTIES AND RESPONSIBILITIES

Library and Information Service Planning and Development

- Develop and promote Library Services vision, strategies and plans with the Information Director, other Information Services, SLT and Heads of Departments.
- Develop and manage annual and long-term plans for Library services development, including budgets and staffing.
- Develop and promote the Library's range of services, activities, and skills in support of teaching and learning, pastoral care, the co-curriculum, staff personal development, and support functions.

Stock Policy

- Maintain a stock policy that outlines the library's mission, sourcing principles and processes by which information resources are selected and acquired, to align with the school's values and professional ethics to support an inclusive and rights-based information society.

Information Literacy

- Support and participate in the development and teaching of Information Literacy and Research Skills through delivering information skills lessons and teaching GCSE / A level Project Qualifications.
- Support and participate in the development and integration of information skills and literacy in every subject area and daily information use, promoting use of the online catalogue in lessons and teams, access to relevant online information literacy resources.
- Host inquiry-based learning experiences or explorations in the libraries, with librarian support or instruction, or team-teaching in classrooms.

Information Resources

- Develop and manage library information resources to support the curriculum, teaching, learning, personal and social development, reading for pleasure, digital and information skills development, and staff and management development.
- Manage the purchase of, and access to, all library information resources across the school, including physical and electronic textbooks, online and print subscriptions, and manage the library collections.
- Maintain resource catalogues, inventories, and budgets, and report on acquisition, utilisation, and disposal of Library information resources.
- Working in collaboration with the Deputy Head Academic and the Academic Leadership Team, liaise closely with academic departments to develop and curate the range of super-curricular and enrichment resources signposted across subjects within the school.

Academic Enrichment and Scholarship

- Work closely with the Deputy Head Academic to organise, facilitate and deliver a high-quality annual Academic Challenge Day, hosting schools across North East London in the Martin Centre, and developing research skills, literacy, communication, and oracy, culminating in a Model UN debate on a resolution inspired by current affairs. It is a high-profile event which includes some of the most able pupils in London. Alongside the Deputy Head Academic, the Head Librarian plays a pivotal role in the co-design of the brief, the co-running of the day and the administration and logistics involved.

Library Operations and Environment

- Manage library operations to ensure that library services and resources are provided to pupils and staff members as required, and within budget and staff capacity.
- Manage the library environments to be welcoming reading, working, collaboration and activity spaces for pupils and staff.
- Manage pupil and staff expectations and behaviour to create and maintain a safe, pleasant, and functional library environment onsite and online.

Library Relations

- Maintain positive and productive relationships with Academic and Support Leadership and Management, and the Forest School community.
- Liaise with pupil representative bodies and maintain positive, supportive, safe environment for young people.
- Liaise with the Heads of academic departments, teaching staff and support staff.
- Maintain and develop professional relationships with other independent schools, organisations, and individuals to inform and support Library services.

Professional Development

- Support the professional development of Library staff, including one's own, to continuously raise professional standards, specialisation, and integration with related disciplines in teaching and learning, education in the digital environment, digital and online media, and knowledge sharing.
- Maintain professional awareness including membership to CILIP/SLA for oneself and Library staff.
- Develop own professional and personal skills in line with developments in library and information sciences, general management, education and working with people, especially young people.

Staff Management

- Manage staff performance, training and development, leave and other staff matters, with support from the Information Director and Human Resources.
- Manage Library staffing requirements with the Information Director.

HOURS OF WORK

The post is full-time. Hours of work are based on 40 working hours per week with a half-hour lunch break, as determined by the library opening hours and staff availability.

SAFEGUARDING

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young people for whom they are responsible, or with whom they come into contact.

FOREST SCHOOL'S POLICIES AND PROCEDURES

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If the duties and responsibilities of this role should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.