



JOB TITLE	Head Librarian
DEPARTMENT/SECTION	Libraries

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
<ul style="list-style-type: none"> Degree, to Hons level Professional Library Qualification Master, or higher-level qualification in information science, or librarianship with information science 	<p>√</p> <p>√</p>	<p>√</p>
PROFESSIONAL AFFILIATION		
<ul style="list-style-type: none"> CILIP Membership 		<p>√</p>
EXPERIENCE:		
<ul style="list-style-type: none"> Extensive school library experience, especially teenage pupils. Working with young children. Extensive library management systems experience for operations and library management. (Oliver LMS would be beneficial) Providing online and digital resources to support students' learning and research, and to support staff members. Promoting, developing and supporting research and information discipline and relevant resources to pupils (to staff would be beneficial). Supporting Project Qualifications (HPQ/EPQ) Children's and teen fiction, and of promoting reading for pleasure to them. Managing and developing library staff, team development and performance. Library resource planning and management, including budgets, staffing and facilities. Making the library environment attractive, relevant, and appropriate to its various uses and users. 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
KNOWLEDGE & SKILLS:	ESSENTIAL	DESIRABLE

<ul style="list-style-type: none"> • A strong interest in, and knowledge of the latest developments in school libraries, information sciences/literacy, media, online resources, and education. • Strong IT skills in spreadsheet use for analysis, use of library applications and online resources. • Knowledge of children's and teen fiction, and of promoting reading for pleasure to them. • Strong organisation and time management skills • Strong intra-personal and interpersonal skills • Ability to inspire, support, encourage pupils of all ages, and manage appropriate behaviour in a positive, supporting manner. • Ability to inspire, support and encourage teaching staff to make use of the library's services and resources in lessons, and to encourage pupils to make full use of the library services for their own learning and development. • Ability to integrate library services and priorities with the needs of teaching staff in a supportive manner. • Ability to exert influence toward positive outcomes in a non-confrontational manner, with pupils and staff. 	√ √ √ √ √ √ √ √	√
APTITUDES:		
<ul style="list-style-type: none"> • Commitment to improving reading for pleasure, information literacy and related information society skills • Ability to work well as part of a team, and to build trust and openness • Inspiring colleagues to deliver excellent, caring services to pupils and staff. • Understanding and sensitivity to time, work priorities and pressures on teaching staff. • Discretion, courtesy, honesty and integrity. • Reliable, punctual, diligent and well-organised. • Open-minded, forward-thinking approach to the positive use of technology in education and as citizens in a developing information society. • Ability, and interest to develop appropriate own IT skills. • Passion, Enthusiasm, and ability to motivate and inspire students • An inclination to 'teach in the moment', when responding to pupil enquiries, and from observing them in the library. • Willingness to be involved in the wider life of the school 	√ √ √ √ √ √ √ √ √ √ √	