

TEACHER WITH LIBRARY RESPONSIBILITY

JOB DESCRIPTION

Position Statement: The Teacher with Library Responsibility, in consultation with the Library Manager, provides leadership in all aspects of the management and development of the School Library and Resource Room

Responsible to: Headmaster

Responsible for: Library team, student library assistants, volunteers

Functional relationships with: Library Manager, students, all staff, Board of Trustees

Hours of work: 10 hours per week release time for library responsibility

Key performance areas	Performance outcomes
<ol style="list-style-type: none">1. To plan and manage the development of the School Library and Resource room in consultation with the library Manager2. To develop, monitor and evaluate school library policies in consultation with the Library Manager3. To develop and maintain the school library environment and adjacent resource room4. To manage the library budget in consultation with the library Manager, bearing short-term and long-term goals in mind5. To submit the school library annual report to the Headmaster (in consultation with the Library Manager)6. To assist the library manager in library staff management7. To co-ordinate information skills teaching in the library and the	<ol style="list-style-type: none">1. Library strategic plan developed. Reviewed annually and updated where necessary in consultation with staff, students and Board of Trustees2. Policies written and revised, in consultation with staff and according to the school's policy revision schedule. Content reflects the school's policies, aims and objectives, and user needs3. The library environment and facilities are developed to meet user needs4. Annual budget prepared and submitted to the Headmaster and Administration Director annually (October). Expenditure monitored in liaison with financial administration staff and spread over the school year5. Annual report prepared and submitted to the Headmaster and Board of Trustees6. Library staff management is undertaken in consultation with the Library Manager. Performance appraisals are conducted annually in consultation with the TLR7. In consultation with the Headmaster and Library Manager,

<p>school community</p> <ol style="list-style-type: none"> 8. To assist Library Manager in the identification of collection development priorities and help manage the library collection, in consultation with the school community 9. To assist Library Manager in alerting staff and SMT to incoming material relevant to their curriculum specialities 10. To assist Library Manager in providing material which facilitates personal and professional development for staff 11. To liaise with external resource agencies and networks (e.g. National Library, public library, SLANZA, other schools, library/ICT support groups) 12. To work with the Library Manager to promote the library and its services, in liaison with the Literacy Committee 	<p>an Information Literacy Policy is developed in line with library policies, cross-referenced to Literacy Committee and school ICT policies and agendas</p> <ol style="list-style-type: none"> 8. Library collection is current, relevant to curriculum and students reading interests. Collection development priorities identified and reviewed annually, with new resources purchased relevant to Collection Guidelines and needs identified by consultation 9. Staff are more aware of resources which support their teaching and learning needs 10. Resources appropriate to meeting professional and leisure reading are provided 11. Liaison developed and maintained with external resource agencies relevant to the school library 12. Ongoing promotional programme is offered. This includes displays, activities, booklists/promotions, library guides etc. to support and extend students' reading interests
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