



Erskine Stewart Melville

1694

EARLY YEARS LIBRARIAN

SCHOOL	• Librarian at Ravelston (Nursery-P3)
DEPARTMENT	• Ravelston Library
REPORTS TO	• Curricular Leader at Ravelston

ROLE DETAILS	
PURPOSE OF THE ROLE	• The Librarian fulfils all the duties which are part of the efficient day-to-day running of the Junior School Library. • The Librarian manages the Library at Ravelston and leads daily library sessions for classes from Nursery 1 - P3. • The Librarian fosters a love of books for the purpose of reading for pleasure, supporting children's learning and developing interests, and contributing towards the intellectual, personal, and social development of ESMS pupils.
ACCOUNTABILITY	• Accountable to the Curricular Leader for their day-to-day tasks.
AUTHORITY	• As delegated by the Curricular Leader.
RELATIONSHIPS	• The Librarian works closely with the Year Group Leaders, Class Teachers and Early Years Practitioners at Ravelston.
BUDGET RESPONSIBILITY	• The Librarian manages the Ravelston Library budget.
DUTIES AND KEY RESPONSIBILITIES	(a) Literacy and Library Skills ➤ The Librarian leads weekly Library sessions for all classes from Nursery 1 to Primary 3. The Librarian plans and prepares all of the Library literacy activities for these sessions for all N1 - P3 classes every week. ➤ The Librarian reads to classes every day when each class visits the Library. This involves finding approximately 10 appropriate and engaging picture books per week, preparing questions and leading a discussion after each story. ➤ The Librarian promotes literacy skills across Nursery 1 - Primary 3 in every Library session e.g., developing children's knowledge and understanding of rhyme, higher order vocabulary, predictive skills etc., through a variety of planned and prepared activities. These include stories, digital activities, songs and rhymes, matching and ordering activities, sequencing activities etc. ➤ The Librarian is in sole charge of classes during weekly half class visits and, at times, in sole charge of whole classes in their weekly visits. (A TA also attends the session with a whole class where possible). ➤ The Librarian regularly evaluates the Library's contribution to school improvement using HGIOSL and uses this as guidance for continuous Library improvement. ➤ The Librarian promotes digital Library skills across N1 - P3 e.g., aiding the children in creating digital book reviews on Seesaw and using audio books. ➤ The Librarian helps children to find books to read based on their reading aptitudes and interests and encourages them to borrow books.

	➤ The Librarian teaches each class: how to use the library, how to look after books, the difference between fiction and non-fiction, how the library is organised, how to find books independently, parts of a book (title, author, blurbs, index, etc.), etc. ➤ The Librarian is available in the Library after school has finished for N1 – P3 children. This is to enable parents to visit the Library with their children to borrow books and seek advice on reading material. (b) Stock ➤ The Librarian develops and manages the Library Management System (Accessit) to encompass the structural organisation and management of the school library. The Librarian ensures an effective Library borrowing system to prevent misuse of resources. ➤ The Librarian must be familiar with the current children's publishing landscape, arranging viewing of stock from outside agencies and by studying catalogues. ➤ The Librarian reads as many new titles as they can before purchase. They encourage feedback from children and from class teachers. They promote Scottish literature where appropriate. ➤ The Librarian has an overview of the N1-P3 curriculum and promotes texts that enhance the children's learning in these areas. ➤ The Librarian is responsible for the Library budget. The Librarian maintains a large stock in the fiction area, conscious of the need for diverse role models, and looks out for books considering the entire spectrum of diversity. ➤ The Librarian renews all classroom libraries every term, and provides books for all teachers for classrooms on request. ➤ The Librarian recommends books to teachers based on class Topics. ➤ The Librarian mounts displays of new, seasonal, or interest-based texts to encourage children to borrow these. ➤ The Librarian ensures that a continuing programme of maintenance takes place which includes cataloguing, covering, mending, displaying, tidying of shelves and discarding of old used/unused books. (c) Library Events ➤ The Librarian plans, organises, schedules, and delivers the whole of Ravelston Book Week including all author visits (with an author and/or storyteller visit for each year group from Nursery to P3). ➤ The Librarian delivers all Book Week awards to Year Groups, and supports Book Week related assemblies in Primary 1, 2 and 3. ➤ The Librarian arranges for additional Year Group author visits, as appropriate. ➤ The Librarian plans, prepares, and runs the weekly Primary 3 Book Lovers Club. ➤ The Librarian compiles all the evidence from Ravelston Nursery-P3 (on an annual basis) for the Scottish Book Trust Reading Schools Accreditation. Currently ESMS has achieved the Silver Award. ➤ The Librarian creates and maintains effective working relationships in the wider community e.g., with Librarians in different schools, local book shops and local Libraries.
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	(d) Reading Ambassadors and Pupil Voice ➤ The Librarian leads the P1, 2 and 3 Reading Ambassadors. The Librarian chooses two Reading Ambassadors per class per term. The Librarian organises regular meetings with these children, takes forward their suggestions, visits classrooms and assemblies etc. ➤ The Librarian develops pupil voice and pupil leadership roles in the Library e.g., bowl of recommendations, book recommendations, votes on which books to reads, etc. ➤ The Librarian ensures that Library displays are current and promote pupil voice and pupil choice. (e) Budget ➤ The Librarian is responsible for the Ravelston Library budget. The Librarian is in charge of book orders (and furniture orders for the Library) and is the first point of contact regarding visiting author/illustrator invoices. (f) Other Responsibilities ○ Parents The Librarian organises a team of parent helpers who assist the Librarian in shelving books and general book maintenance on a weekly basis. The Librarian purchases gifts for them using the Library budget to show gratitude for their help. ○ Specific Children The Librarian works under the guidance of the Curricular Leader to be a friendly face and companion for specific children at breaks and lunch when/if necessary. ○ Meetings The Librarian meets with the P4-P7 JS Librarian and the Senior School Librarian 4 times per year. The meetings are chaired by a Senior School Librarian. ○ Continuous Professional Development The Librarian ensures that they undertake effective and up-to-date professional development for their role including attending courses and professional reading. ○ School Ethos and Ambience In their running of the Library, the Librarian helps to promote the school ethos through the maintenance of the Library as a calm oasis at the centre of the school for children and guests. ○ Pastoral Care The Librarian has a shared responsibility with other staff to help and support children by listening to the concerns children express to them and helping to answer their day-to-day inquiries. ○ Other Tasks The Librarian will undertake any other tasks as directed by the Senior Deputy Head or other members of management within the Junior School, which may be reasonably put to them in support of the Junior School's function.
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	• Experience of database administration	• Previous experience of working in a school or education setting • Previous experience of working in a library
Education/Qualifications		• Bachelor's or Master's Degree in Librarianship, Information Science, or a closely related field.
Skills/ Abilities/ Capabilities	• Proficient in the full Microsoft Office package, specifically Word and Excel • Ability to work as part of a small team • Ability to engage with pupils and nurture and encourage a positive relationship • Excellent communication skills (orally and in writing) • A readiness to be flexible in working practices • Ability to use initiative, multi-task and prioritise own workload with good attention to detail • Good discipline when interacting with library users in a supervisory role • Independent, self-motivated and organised, with an ability to work as part of a team	
Personal Attributes	• High professional and personal standards • Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed • Commitment to the ESM values	Commitment to continuous professional development