Erskine Stewart Melville
1694

JUNIOR SCHOOL LIBRARIAN

SCHOOL	• Junior School (P4-P7)
DEPARTMENT	• Library
REPORTS TO	• Curricular Leader

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 is responsible for selecting and recommending age-appropriate, curriculum-aligned books—including those on the Accelerated Reader programme—to support Year Group Leaders and Class Teachers in meeting the reading and learning needs of pupils in P4–P7. • 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	• Works closely with the Year Group Leaders and with Class Teachers.
BUDGET RESPONSIBILITY	• The Librarian manages the UJS Library budget

DUTIES AND KEY RESPONSIBILITIES	**(a) Literacy and Library Skills** ➢ The Librarian helps children to find books to read based on their reading aptitudes in line with their ZPD ranges and interests and encourages them to borrow books. The Librarian teaches the children how to use the AccessIT WebApp system to browse books on the catalogue based on their ZPD ranges and interests. They talk to each class at the start of the session to be sure that all the children understand how to use the Library. The Librarian supervises, supports, and engages with students to maintain a positive learning environment. ➢ Provides formal and informal instruction of the access and use of information resources to support the development and teaching of information and digital literacy skills by delivering lessons each semester and as needed or requested. ➢ Develops and maintains the WebApp online catalogue webpage to provide access to the catalogue, library-related news and Virtual Shelves aligned with Accelerated Reading, curriculum topics and children's requests, supporting the development of digital literacy skills. Maintains the library Firefly page. **(b) Collection Development** ➢ The Librarian maintains a large stock of 8000-9000 titles. ➢ The Librarian keeps abreast with the current children's publishing landscape, arranging viewing of stock from outside agencies and by studying catalogues, Amazon and from suggestions made to them. They welcome suggestions from staff and children. They keep up-to-date by browsing in bookshops and attending the Book Festival. They read as many new titles as they can before purchase, encouraging other members of staff to be involved in this task as well. They encourage feedback from children and from class teachers. ➢ They have a thorough knowledge of the library stock, developing a diverse, inclusive and up-to-date selection of titles and promoting Scottish literature where appropriate. ➢ Year Group Leaders keep the Librarian informed about the Year Group Projects in order that they can have a small supply of necessary stock in the Library. ➢ The Librarian has an overview of the P4-P7 curriculum and regularly updates the stock to promote texts that enhance the children's learning in these areas. ➢ The Librarian continuously expands the appropriate titles to support the Accelerated Reader program with books for the full range of reading ability and interest. **(c) Library Areas** ➢ The Librarian maintains a tidy and user-ready library space that is welcoming, inclusive and a positive learning facility. They encourage children to use the whole library for reading for pleasure, including the non-fiction section. They mount displays of new, seasonal, or interest-based texts to encourage engagement. They encourage Pupil Voice with spaces such as the Peer Recommendation Board and support wellbeing by mounting pupil art displays.

(d) Library Events

- The Librarian supports reading for pleasure by organising and promoting special events and initiatives, such as Book Week Scotland, World Book Day, the annual Scholastic Book Fair, Library Book Sales, book and library-related competitions for the children, author visits and reading programmes such as the Scottish Book Trust Reading Schools Accreditation.
- The Librarian creates and maintains effective working relationships in the wider community e.g., with Librarians in different schools, local book shops and Libraries, the School Library Association and CILIP.

(e) Library Management

- The Librarian processes and catalogues new stock, including covering, labelling, mending and displaying titles. They withdraw old and unused books, disposing them by means of recycling, book sales or donation. They re-shelve returned stock and tidy shelves.
- They operate the Library Management System (Accessit), including inputting and maintaining data; issuing and returning resources; operating the reservations system and performing the annual stocktake when possible.

(f) Clubs and Library Opening Times

- The Librarian runs a weekly Primary club in the afternoon, daily lunchtime clubs for the Library Monitors and a weekly lunchtime club for the Reading Ambassadors.
- The Library provides a safe place for pupil activities in the afternoon opening hours and access to the necessary Accelerated Reader books before school and in break times.

(g) Library Monitors and Reading Ambassadors (was Parent Helpers)

- The Librarian leads a group of Library Monitors who assist them in a variety of library jobs.
- The Librarian leads the P4-P7 Reading Ambassadors whose role is to promote reading for pleasure in the school community.

(h) Budget

- The Librarian manages the Library budget, including planning, cost-effective resource acquisition, and financial documentation.

(i) Other Responsibilities

- ***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 Senior School Librarian at least twice per year. The meetings are chaired by the 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.

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 • A love of literature • Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed • Commitment to the ESMS values	• Commitment to continuous professional development