



Merchant Taylors'
School

Merchant Taylors' School Crosby, Liverpool

Appointment of

School Librarian

**Candidate Brief and
Information for Applicants**

Merchant Taylors' School
Liverpool Road
Crosby
Liverpool
L23 0QP

Tel: 0151 928 3308
www.merchanttaylors.com

About Merchant Taylors' Schools'

This year, our historic independent school celebrated its 400th anniversary.

We are widely recognised as one of the finest schools in the North West of England, with a rich heritage of educating girls and boys aged 4 to 18.

We are a family of nationwide Schools, and at our Crosby site we have three schools i) Stanfield, our mixed primary school for children aged aged 4 - 11 ii) Senior Boys aged 11 - 18 and iii) Senior Girls aged 11- 18.

Alongside the rigorous academic curriculum, we offer an abundance of other opportunities, including a vibrant range of clubs and sporting activities designed to inspire and develop the talents of each pupil.

Whether it is on the stage, in the concert hall, on the sports field or working in the community, our pupils will have the chance to grow in areas outside the classroom.

Our committed and inspiring teachers seek to nurture a spirit of inquiry and curiosity in all our pupils, helping them to develop to their fullest potential. The teaching staff are supported by the operational staff who also form an integral part of our School to create a caring and supportive learning environment. We are committed to creating a warm, caring community where everyone contributes to creating an outstanding learning environment.

The post:

The role of a School Librarian is to support an efficient and effective library service for the Merchant Taylors' Schools.

Line management:

This post is line managed by the Head of Library Services

Specific responsibilities:

- Managing the issuing and return of library stock
- Maintaining the library management system and supporting its use by pupils
- Ensuring that stock reflects curriculum requirements and disposing of out of date stock as required
- Contributing to ideas on library improvement and the purchasing of stock
- Welcoming pupils into the library and make it a place where pupils feel comfortable
- To be attentive in ensuring pupils use the library and its resources appropriately
- Encouraging pupils to learn the skills of self-study to equip them for future learning
- Be creative in planning and organising fun and interesting events to encourage pupils to spend time in the library

- To support the use information technology in the library so that we have a dynamic and relevant learning environment
- To co-operate and take part in any related activity associated with the marketing and promotion of the School
- Have regard for the safety and welfare of pupils, reporting any concerns to the Designated Safeguarding Lead on site
- To train and oversee library helpers
- To communicate with other colleagues and work as one team even through the School has two libraries on two different school sites

Skills & Knowledge:

- Strong knowledge of library best practice
- An understanding of information literacy and inquiry learning
- Knowledge of what kind of literature is appropriate in a School Library
- Knowledge of library management systems
- Skills in communicating with children and young people
- An interest in developing oneself professionally

Personal Attributes:

- Welcoming and friendly disposition with the ability to talk to children
- Ability to work without supervision and use your initiative
- Ability to manage, organise and prioritise daily activities
- Ability to think creatively about library events that could inspire and motivate children to learn
- Flexible and adaptable to change

Annual objectives will be agreed with the successful candidate assessed and measured through performance appraisal.

This job description is current at the date shown, but, in consultation, may be changed to reflect or anticipate changes in the job commensurate with the salary and post title.

The job description or person specification does not form part of a contract of employment and each individual task may not have been precisely identified and outlined within the main duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

Safeguarding Statement

Merchant Taylors' School is committed to safeguarding and promoting the welfare of children, and applicants must undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Terms and Conditions

The position is permanent and the post holder is expected to work 27.5 hours per week, Monday to Friday 12:00pm to 5:30pm. You will work approximately 36 weeks of the year.

The successful candidate will be able to take advantage of a number of benefits which include:

- Generous holiday entitlement
- Membership of a defined contribution scheme with Royal London with 8% employer contribution
- Support for your continuous professional development
- Free membership to the fully equipped on-site gym
- Discount on children's on-site holiday club fees
- Provision of car parking within the School grounds
- Employee assistance programme providing a 24-hour counselling and advice line

Please note that some benefits may be limited as a result of current COVID-19 restrictions.

Applications and interviews

Candidates should submit an application form to recruitment@Merchanttaylor.com to arrive by midday on 25th September 2020.

Personal Specification

Job title - Librarian		
Criteria	Essential	Desirable
Qualifications		
<ul style="list-style-type: none">• Honours Degree Accredited Library Qualification	✓	✓
Professional affiliation		
<ul style="list-style-type: none">• CILIP membership (or equivalent professional body)		✓
Experience		
<ul style="list-style-type: none">• School library experience• Working with young learners• Familiarity with library management systems• Providing online and digital resources to support students' learning and research, and to support staff members• Knowledge of fiction for young people and promotion of	✓ ✓ ✓	✓ ✓

<p>reading for pleasure.</p> <ul style="list-style-type: none"> • Library resource planning and management, with the ability to work with pupils to develop their research skills. • Experience of or a strong interest in, and knowledge of latest developments in school libraries, digital learning, information literacy and education • Experience of managing behaviour in a positive and supporting manner 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Aptitudes		
<ul style="list-style-type: none"> • Ability to work collaboratively • Discretion, courtesy, honesty and integrity • Reliable, punctual, diligent and well-organised • Passion to inspire students • Commitment to safeguarding and the welfare of students • Ability to understand and work with information technology 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	