

## LIBRARIAN

Reference No.	1SB1395	Type	Individual
Service	Education		
Job Family	Professional 1	Grade	FC7

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

To manage, develop, organise and promote the Information Resource Centre to provide support for teaching, lifelong learning and raising attainment by the effective exploitation of information resources for both staff and pupils.

There is a requirement to communicate regularly with other areas of the Council particularly Community Services Library Service and IT Service and also to liaise regularly with external organisations as part of normal work e.g. publishers and materials suppliers, supplier of the automated library system, Careers Scotland, Chartered Institute of Library and Information Professionals in Scotland (CILIPS), School Library Association etc.

To provide expert professional advice and guidance on communications across the school and to manage the school's communications, website and social media publications and school displays to support the development of a strong corporate identity for the school.

## Purpose

To provide expert advice and deliver efficient, effective and creative communications that contribute to the delivery of Council priorities.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

Educated to SCQF level 9, which includes a Degree or equivalent

Evidence of continuous professional development

Experience of working within the creative or library sector; or significant experience of working within libraries and/or appropriate administration and information management

Experience of communications and marketing and social media publications (Deliver Results – See 'How We Work Matters' Framework)

Chartered Librarian

**E**

**D**

✓

✓

✓

✓

✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<p>The main key tasks and responsibilities include the management, development, organisation, promotion and monitoring of the Information Resource Centre.</p> <ul style="list-style-type: none"> <li>• In conjunction with the Business Manager, develop and implement a policy for the management and use of the Information Resource Centre.</li> <li>• In conjunction with the Business Manager, determine the annual Information Resource Centre Communications and Development Plan in line with overall school priorities and national guidelines. Assess priorities and review the plan throughout year.</li> <li>• Control allocated annual Information Resource Centre budget, assessing and reviewing priorities throughout the year. Prepare and submit bids for extra funding for specific projects, resources etc.</li> <li>• Allocate duties and tasks to Library and Learning Assistant staff.</li> <li>• Attend and contribute at relevant Departmental, Heads of Department / School Development meetings. Lead or participate in school working groups as required.</li> <li>• Manage, develop and promote the use of relevant ICT resources to support learning and teaching ensuring provision of appropriate hardware and software including CD-ROMs, on-line databases, internet and email, and complete annual audit of these resources. Keep abreast of ICT initiatives, and assist staff and pupils with effective ICT use and troubleshooting.</li> <li>• Ensure that school and regulatory Health and Safety practices are adhered to e.g. sign-in procedures for unsupervised pupils, fire safety procedures, compliance with regulations on electrical equipment etc; and utilise appropriate measures to maintain behavioural standards when required i.e. verbal action, school discipline procedures and positive referral procedures.</li> <li>• Attend and participate in INSET days and training sessions in order to continually develop skills and expertise for the provision of a professional service.</li> </ul>

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Knowledge or experience of working in a public or school library service	✓	
Experience in service improvement planning and policy implementation (Take ownership)	✓	
Demonstrate successful promotional activity and project delivery	✓	
Experience of financial management systems		✓
Experience in service improvement planning and policy implementation		✓
Supervisory experience and team workload planning	✓	
Demonstrate good partnership working and collaboration (Work together)	✓	
Excellent ICT skills i.e. Microsoft Office packages, library resource management systems and social media platforms (Embrace technology & information)	✓	
Knowledge of Health and Safety legislation and practices	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<ul style="list-style-type: none"> <li>Maintain own CPD through professional journals, mailing lists, professional networking and ensure awareness of professional developments and national policies in the areas of information provision and ICT.</li> </ul>
<b>Provision of a School Information Resource Centre: -</b> <ul style="list-style-type: none"> <li>Provide enquiry service to staff and pupils, determine arrangements for access to materials and arrangements for borrowing materials from the schools collections and elsewhere.</li> <li>Manage access to the Information Resource Centre and therefore resources (both Library and ICT Suite) via timetabling of classes/ groups via booking management system.</li> <li>Manage and maintain an automated library system, which includes attending advanced training sessions on system management, and ensuring housekeeping and security tasks are carried out at daily, monthly or other regular intervals as required.</li> <li>In partnership with departments and managers, select and acquire resources that support curriculum, lifelong learning, reader development, literacy, specific departmental needs, and CPD. Use professional networking and literature to ascertain quality and usefulness of these resources.</li> <li>Enhance the effective exploitation of resources by classifying materials using appropriate categorisation or classification systems and by ensuring the most efficient physical organisation of materials within the Information Resource Centre.</li> <li>Positively promote the Information Resource Centre and its facilities to staff and pupils by e.g. producing promotional materials, arranging book and author events, organising book groups, and giving talks and presentations both within and outwith the school.</li> <li>Develop skills and knowledge of Information Resource Centre staff to enable effective service provision i.e. induction training, training in use of automated library system, providing guidance in behavioural management and disciplinary matters, ICT training, training in basic</li> </ul>

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Outstanding presentation and communication skills	✓	
Ability to develop clear, concise and effective communications to all relevant parties	✓	
Persuasive & effective communicator	✓	
Ability to communicate articulately both orally and in writing	✓	
Confident and prolific networker	✓	
Outstanding organisational and planning skills	✓	
Demonstrate commitment to understanding and meeting the needs of pupils and the school overall and the desire to deliver	✓	
Knowledge of the school curriculum		✓
Knowledge of website development and management of information		✓
Knowledge of social media platforms	✓	
Creativity and design skills	✓	
Excellent negotiating and networking skills	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<p>research techniques and skills, providing regular updates on any new developments.</p> <ul style="list-style-type: none"> <li>Assist Information Resource Centre users in information retrieval via ad hoc and structured training in use of pupil catalogue (OPAC), Dewey classification, basic research skills etc. Provide advice on suitability of information resources for intended purposes.</li> <li>Provide expert professional advice and guidance on communications across the school and to manage the school's communications, website and social media publications.</li> <li>Create and demonstrate a welcoming and 'user friendly' learning environment, encourage pupil participation and ownership whilst maintaining behavioural standards.</li> </ul>
<p><b>Provision of support for effective learning and teaching: -</b></p> <ul style="list-style-type: none"> <li>Take a lead role in the planning and delivery of library based learning and information skills programmes to groups and individuals (staff and pupils) in the effective use of ICT, library skills and research techniques including website analysis and software usage.</li> <li>Develop and evaluate skills programmes and Information Centre teaching materials in collaboration with line manager and teaching colleagues.</li> <li>Meet regularly with departments to ensure relevant provision of materials to meet curriculum.</li> <li>Utilise relevant professional journals, web-sites, catalogues, newsletters etc. to assess, create and obtain quality resources.</li> <li>Collaborate with senior management to assess CPD resource requirements for school staff training. Ensure effective organisation of staff CPD materials.</li> <li>Provide resource and research assistance for classes in conjunction with class teachers; encourage appropriate use of the Information</li> </ul>

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Friendly and engaging personality	✓	
Coaching skills	✓	
Demonstrates innovative thinking and creative application of new ideas	✓	
Analytical and planning skills	✓	
Excellent research and data manipulation skills	✓	
Knowledge of CPD resource requirements		✓
Resource management skills	✓	
Ability to lead projects and support small groups	✓	
ICT resource management		✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Resource Centre and its resources by individuals and small groups engaged in private study.
<b>Administration Duties Include: -</b> <ul style="list-style-type: none"> <li>Submitting order forms, receive goods, catalogue and classify where necessary, process delivery notes, invoices, etc. Bid for extra funding for specific projects, resources etc</li> <li>Issue notices, memos, e-mails etc. to staff and pupils</li> <li>Ensure adequate circulation procedures (Issue, Return, Overdues, Requests, Book Suggestions, Inter-Library Loans)</li> <li>Ensure the Information Resource Centre functions efficiently, is tidy, with stock in good physical repair and attractively presented.</li> <li>Producing an annual Information Resource Centre development plan in line with sometimes conflicting, differing priorities requires the postholder to work and think creatively to ensure that all demands are met.</li> <li>Using a variety of selection tools e.g. catalogues, websites, CD-ROMs, supplier visits, to ascertain quality and usefulness of resources and therefore influencing the selection and acquisition of these resources for the support of the curriculum, lifelong learning, literacy, specific departmental needs, and CPD.</li> <li>Producing leaflets, notices and newsletters, arranging and holding book fairs, creating displays, arranging for author visits, and holding competitions etc. for the purposes of positively promoting the Information Resource Centre and its facilities.</li> <li>Create, develop and update materials for delivery to classes and for presenting effective library skills and research techniques in response to cross-curricular needs in support of learning and teaching.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that school and regulatory Health and Safety practices are adhered to e.g. sign-in procedures for unsupervised pupils, fire safety procedures, compliance with regulations on electrical equipment etc; and utilise appropriate measures to maintain behavioural standards</li> </ul>

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Experience of managing an information resource centre.		✓
Experience developing and producing a variety of reports, presentations, briefing notes and communication briefs/newsletters	✓	
Experience of marketing, preparing promotional materials and communications		✓
Sound administrative and clerical skills	✓	
Excellent team working skills	✓	
Experience of prioritising workload, meeting deadlines and reacting positively when under pressure	✓	
Demonstrate innovative thinking and creative application of new ideas (Focus on customers)	✓	
Critical and lateral thinking	✓	
Experience of ensuring compliance with Health and Safety practices and reporting including an understanding of current legislation	✓	

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
when required i.e. verbal action, school discipline procedures, positive referral procedures.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available	<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>Take Ownership</li> <li>Focus on Customers</li> <li>Work Together</li> <li>Embrace Technology &amp; Information</li> <li>Deliver Results</li> </ul>