



School Librarian (Senior School)

Our two School Librarians facilitate the use of the Bean Academic Centre, the hub of intellectual life at the School – its library, resources and facilities, before, during and after school.

Job Purpose

The School Librarians provide support for students who are engaged in independent research projects, helping pupils develop their creative and critical thinking skills whilst gradually acquiring a host of other skills such as referencing, compiling bibliographies, evaluating and interpreting sources, and presenting cogent arguments.

The School Librarians are also responsible for managing the Library spaces, supervising students, purchasing and cataloguing books, promoting reading through innovative displays and events and making the Bean Academic Centre a welcoming and productive place for learning.

Position advertised is for the Afternoon Shift as below:

"Afternoon shift"

Part-time (0.8 FTE: 30 hours per week), Term-time only.

Monday–Thursday, 11.45 am–6.30 pm; Friday 11.45 am–5.15 pm.

[Lunch break 12.30–1.00 pm, unpaid; free lunch can be eaten in our dining hall]

Hours

This person will work with our current Librarian, who works the below hours:

"Morning shift"

Part-time (0.8 FTE: 30 hours per week), Term-time only.

Monday–Friday, 7.30 am–2.00 pm.

[Lunch break 12.00–12.30 pm, unpaid; free lunch can be eaten in our dining hall]

Report to

Director of Innovative Learning

Contacts

Librarian, Head of English, Director of ITSS, Heads of Department, Head of Academic Enrichment, Teachers, Heads of Year, Heads of House, Project qualification (HPQ, EPQ, IB Extended Essay) supervisors.

Department

Academic

Key Responsibilities & Accountabilities

General

- Assist teaching staff in the education of pupils in the understanding and the use of the Library and its resources.
- Catalogue, maintain, store and organise books, periodicals, and online resources.
- Administer and maintain the Library's borrowing system.
- Provide resources and support to teaching staff, including planning and implementing library-based lessons.
- Promoting reading and the use of resources through displays and events
- Work with the Head of English on delivering the School's "Developing communicators" strategic plan, building students' skills for creative and confident self-expression orally, practically and in writing, while listening and learning from others.
- Lead the student reading competition.
- Liaise with the Head of Academic Enrichment and Heads of Department to construct and use reading and resource lists for stretching and inspiring Able and Talented students.
- Make recommendations to students.
- Cost-effective purchases of books and resources.
- Monitor the Library budget.
- Support students in researching, use of JSTOR and Gale, referencing, assessing the reliability of sources, academic honesty, planning and revision strategies.

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- Support students working on independent research projects, including HPQ, EPQ, IB Extended Essay, and essay prize competitions.
- Register and supervise students in the Library during study periods and after school.
- Uphold students' standards of behaviour, use of and respect for the premises and facilities of the Library, to maintain a productive learning environment.
- Ensure copyright restrictions are observed and that appropriate copyright licences are in place.

Others

- To be proactive in their own professional development.
- To promote the general progress and well-being of individual students and of any assigned group of students.
- To safeguard the general health and safety of students.
- To participate in all relevant meetings.
- To respond positively to reasonable requests from the line manager and to embrace opportunities and challenges.

Personal Specification

Essential qualifications and experience

- An approachable, welcoming, student-focused person; actively enjoys working with young people and engages positively with them at all times.
- Good ICT Skills are essential, and a knowledge of library databases and/or iSAMS would be an advantage.
- Confidence in managing groups of students.
- An active engagement in intellectual and cultural issues.

Personal qualities

- To model and develop in others the School Values: Virtue, Learning and Manners.
- Show a commitment to the success of every student and should possess a willingness to help students outside the normal teaching day.
- Have an approach to work and collaborating with others that is flexible and enthusiastic.
- Highly motivated and able to use own initiative to solve problems.
- The successful candidate will be someone who understands the value of a good-humoured and ethical approach to working with others, knowing that the culture we embody is the one we create.

Safeguarding

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Director of Innovative Learning: Matt King

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