

**JOB TITLE: Junior Librarian**

**Years 4 - 6**

**JOB PURPOSE:** To promote reading and literacy across the school, assist students on choosing appropriate reading material and ensure accurate record keeping of books chosen.

**LINE MANAGEMENT:** Miss Langford, Mr Willer, Mrs Lord and Mrs Geldard

**SCHOOL ETHOS**

At Gildredge House, we expect students to meet:

- academic challenges,
- discover their passions,
- develop confidence,
- contribute positively to society,
- be resilient and;
- become independent thinkers prepared for successful and fulfilling lives.

**PASTORAL CARE**

- To develop positive relationships with children and staff.
- To understand and support key school policies including the English Policy and alert Mrs Geldard or Miss Langford to any issues that you become aware of.
- To use school equipment responsibly and appropriately.

**KEY SKILLS AND PERSONAL QUALITIES**

- Good knowledge of a variety of authors and different genres.
- Ability to work well as part of a team.
- Good organisation skills.
- Confident communicator.
- Excellent behaviour, attitude and attendance.

**SPECIFIC DUTIES**

Throughout your role as a Junior Librarian, you may be asked to do any of the duties outlined below:

- Demonstrate an interest in books and authors. You will be expected to make appropriate book suggestions to other students and staff.
- To be able to verbally communicate clearly and appropriately to students across the school. You will need to communicate with students and staff at Gildredge House and any school visitors e.g. authors or parents invited to the school.
- To be able to communicate clearly in writing. You may be asked to design a poster or leaflet or add a post or comment to a blog to share a book review, an experience of something you have done in the library or to promote reading.
- To assist Miss Langford to ensure the correct return, removal and addition of books.
- To assist Mrs Geldard and Mr Willer in planning themes and events in the Primary phase throughout the academic year.
- To be aware of the layout of the library and the way books are sorted and arranged so that you can support other students in looking for specific books as well as ensuring the library is well organised and tidy.
- To assist school staff in planning library challenges and visual displays.