



## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Head of Learning Resources MATERNITY COVER</b>
<b>Grade:</b>	Scale Point 26-28
<b>Responsible to:</b>	<b>SMT</b>
<b>Hours of work:</b>	<b>Term time:</b> Monday - Friday 8.30-4.30 (1 hour lunch) 2 Saturday duties per annum (open days) <b>Outside of term time:</b> 20 days per annum

### **Main Purpose of Job:**

To have sole responsibility for managing the School Library, its resources and staff.

### **Specific Responsibilities:**

#### **Staff management**

Management of a small team of evening and weekend library supervisors and a student library prefect during term time including assignment of duties and offering appropriate on-the-job or external training to carry out those tasks.

#### **Daily library duties**

Maintain a quiet, pleasant and tidy working environment in the Library for Students and staff.

Encourage reading and learning for pleasure throughout the school.

Check, issue and return library items using the Eclipse.Net library system at the enquiry desk.

Shelve returned items and keep shelves tidy.

Assist library users to find appropriate information and materials for their study, musical and leisure activities.

Assist students with computing and audio equipment as requested

Maintain paper stocks in the printer including provision for evening and weekend use. Monitor printer use and encourage students to avoid waste.

Supervise prep for choristers in years 7 and 8 as timetabled.

Liaise with maintenance and/or house-keeping department to make them aware of any health and safety issues within the library.

## **Collection management**

Order books, music, CDs and DVDs and electronic resources for the library from local and national suppliers.

Catalogue and process new stock and delegate tasks to other library staff where possible.

Undertake regular stock checks and weeding of the collection.

Repair stock as necessary.

Make withdrawal and purchasing decisions in liaison with staff where appropriate.

Maintain the Careers section of the Library.

## **Managing the automated library system and IT in the library**

Add new students and remove leavers from the library system at the beginning and end of the academic year.

Monitor computer equipment in the Library and report problems to the IT department.

Monitor the electronic resources available on the school intranet.

## **Liaison with staff at school and Chetham's Library, Students, parents and donors**

Liaise with staff in the administrative office and finance office as necessary.

Liaise with music department administrative staff for the distribution of choral scores to the chamber choir, chorus and other ensembles as required.

Liaise with the compensatory education staff to provide library stock relevant to the needs of students with special needs and English as another language.

Liaise with students, staff and parents by email and electronic overdue notices to encourage the return of all overdue loans throughout the academic year.

Attend Academic Heads of Department meetings once each half term.

Manage offers of donations and bequests to the school library.

Liaise with Chetham's Library as necessary.

## **Managing the library budget**

Review and renew magazine and electronic resource subscriptions.

Replace damaged and lost music and books where appropriate and within budgetary constraints.

Assign Library budgets to academic subjects as appropriate.

### **Other duties**

Update the library guide and library information in other school handbooks annually. Create new guides as appropriate.

Update library signs and displays.

Update library stationery used in processing new music and books from office templates as necessary.

Provide statistics for library and school inspection use from Eclipse reports as requested.

Advise staff and students on the limitations of music copyright providing information from relevant websites.

Review the health and safety policy documents for the Learning Resources Centre at the request of the SMT.

### **Liaison with professional bodies**

Attend meetings and take part in local visits and courses organised by the School Library Association Manchester (SLAM), International Association of Music Librarians (IAML) and Chartered Institute of Library and Information Professionals (CILIP) as appropriate. Renew appropriate memberships annually.

### **General**

1. To act in accordance with provisions of the School staff code of conduct
2. To abide by the School's Data Protection Policy
3. To use information technology systems as required, in compliance with the Chetham's School of Music, network, e-mail and Internet policy.
4. To carry out the responsibilities of the post with due regard to all or any of the School's equality and diversity policies.
5. To operate in accordance with Health and Safety Legislation, this specifies that all employees have a duty to work safely and not to put others at risk.
6. To take part in performance management and undertake/participate in training as appropriate
7. To comply with and follow all other School policies and procedures in force and also with the conditions of service stipulated within the contract of employment
8. To carry out any other reasonable duties that may be requested by the Senior Management Team.

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

**NB** Parking is only available at present during the School holidays and, due to the School's redevelopment plans, will not be available in the future.

### **Chetham's School of Music**

Chetham's School of Music, established in 1969, is an independent co-educational boarding school based in Manchester city centre. It is the largest specialist

independent music school in the UK with just under 300 students aged 8-18 who are musically gifted and talented. It was described as "outstanding" by the Independent School Inspectorate following an inspection in 2008. The School teaches all core curriculum subjects, with music given a high priority in the curriculum.

The Library reflects the musical bias of the School, having fiction and non-fiction books, magazines covering all academic subjects taught in school as well as a very large music collection including books, sheet music, orchestral sets, wind, brass and jazz ensemble music, string ensemble and baroque music, choral scores, miniature scores, CDs, vinyl records and DVDs.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

### **Safeguarding Children Policy Statement**

Chetham's Safeguarding Children Policy and Procedures are available on Chetham's website.

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name .....

Employee's Signature .....

Date .....

This job description was reviewed / updated in March 17 and is subject to review at regular intervals.

<b>Person Specification (Qualifications, Skills, knowledge and experience) Requirements</b>		<b>Essential/Desirable</b>
Qualifications	Postgraduate degree or diploma approved by Chartered Institute of Library and Information Professionals	Essential
	A Level or equivalent standard in music	Essential
Knowledge, skills and abilities	Good organisational, administrative and staff management skills	Essential
	High standard of English language, as well as excellent written and verbal communications skills	Essential
	Ability to get on well with young people and other members of staff	Essential
	Have good verbal communication and problem solving skills	Essential
	Have some experience working in a music library or a school	Essential
	Previous experience of working with Career resources	Desirable
	ICT Literate	Essential
Attitude and disposition	Adaptable, flexible, patient and with a good sense of humour	Essential
	Friendly, calm and positive disposition towards library users and other staff.	Essential
	Self-motivated, able to work unsupervised and exercise initiative	Essential
	Commitment to appropriate profession development	Essential
	Able to support and motivate others, working as a team leader	Essential
	Prepared to learn new skills	Essential
Other circumstances	Be tidy, ordered and meticulous in your work	Essential

**As you are working with children and vulnerable young adults you will be required to undergo a Disclosure and Barring check for regulated activity.**

8 March 2017 (GW)