



JOB DESCRIPTION

Librarian

The School: Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Job Purpose: To encourage and promote a love of reading whilst managing, developing and promoting the learning resources available within the library to support teaching across the School.

Key Responsibilities

- Manage all aspects of the library at Twyford School
- Generate an interest and enthusiasm for the library amongst pupils and colleagues
- Maintain, develop and evaluate the resources of the library to provide the best possible learning resources for pupils of all abilities at the School
- Work collaboratively with colleagues to encourage pupils to learn and acquire new skills
- Select, organise, promote and maintain books and other library materials to cover the full range of ages and abilities of the School community within the agreed budget
- Monitor and evaluate the effectiveness of the service provided by the library and its impact on teaching and learning
- Ensure the library provides a suitable and welcoming atmosphere conducive to reading
- Plan and implement library-based learning opportunities for pupils
- Supervise pupils using the library and maintain a welcoming, supportive atmosphere conducive to positive learning experiences
- Liaise with colleagues to promote the profile of the library throughout the curriculum
- Liaise with the Head of English to promote the library and reading across the School
- Maintain a comprehensive awareness of current developments in library management, education and children's literature
- Develop and maintain links with other libraries and relevant organisations

All staff are expected to:

- Follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as individuals with courtesy and respect
- Take part in relevant training programmes identified by the School
- To work in a co-operative, diplomatic and flexible manner
- To carry out any other reasonable duties as requested by the Bursar or Headmaster

Note: This job description will be reviewed with the successful candidate and updated annually

Updated June 2022