

Job Description

Senior Librarian and SEND Administrator (JDPS subject to review under BCC Equal Pay Programme)

Job Details	
Grade	(Grade B, subject to evaluation under BCC Equal Pay programme)
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This role supports the delivery of the school's library, literacy and inclusion provision. The postholder coordinates library services, supports reading age and comprehension assessments and provides administrative support to the SENDCo, Enhanced Provision Team and Main Office. The role also promotes positive social skills and inclusive practices to help all students thrive and achieve their full potential.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Library Operations and Development

- Developing, implementing and reviewing the school library policy in line with the educational aims and objectives of the school.
- Selecting, acquiring, organising, cataloguing, maintaining and promoting library resources for all ages and abilities.
- Supporting the successful delivery of the school's reading and raising attainment strategies and supporting classes, as appropriate.
- Providing support to classes accessing and using library facilities and resources.
- Managing the organisation, budget and development of the library, including financial planning and annual reporting to the senior managers and Governing Body as required.
- Selecting and acquiring book resources to meet the needs of all ages and abilities, ensuring

equality of access.

- Ensuring effective organisation of resources through systematic indexing, classification, and cataloguing
- Optimising IT systems, reading and literacy packages and information management, including databases and training materials.
- Maintaining high standards of display and promotional materials to create an attractive and effective learning environment.
- Liaising with external agencies to maximise access to additional resources and support services, such as book events and speakers
- Working as part of the wider community including supporting feeder primary schools and federated schools, as required.
- Promoting reading and the library through the school website and social media channels.
- Managing and supervising library staff for effective library management, as required.
- Managing the induction and training of Library Assistants as required.
- Inducting new pupils and staff on library procedures, systems, and resources.

User Support and Supervision

- Supporting curriculum development through participation in management, faculty and departmental discussions and liaison with teaching staff.
- Providing guidance to pupils on information literacy, effective research strategies, use of resources and reading for curricular and leisure purposes
- Compiling book lists and promotional materials to support learning and reading engagement.
- Supervising pupils' use of the library during lessons, lunch breaks and maintaining a safe, positive and productive environment.
- Supporting teachers by maintaining high levels of resource awareness, advising on subject-related materials and promoting professional reading.
- Supervising pupils' use of the library during lunch breaks and maintaining a safe, positive and productive environment.
- Supporting the school's reading and literacy strategies, reading groups and targeted intervention as directed.
- Promoting and safeguarding the welfare of children and young people, maintaining standards of behaviour and library security, and ensuring that all tasks are carried out in compliance with Health and Safety requirements.

SEND Administration

- Providing effective secretarial and administrative support to the SENDCo across all SEND matters.
- Receiving, responding to and relaying promptly any emails, letters, telephone or other messages.

- Liaising with parents, carers and the Local Authority and other stakeholders regarding SEND matters.
- Providing administrative support for the creation, review and maintenance of Individual Education Plans.
- Providing administrative support for annual reviews of students with special educational needs.
- Updating the SEN register and SEN records to maintain accurate student information.
- Assisting with the timetabling of TA support to ensure appropriate provision for students.
- Supporting administration and organisation of events and meetings such as staff briefings, meetings and parent events.
- Providing student SEND information for staff to support effective teaching and learning.
- Entering and checking data and producing basic reports for SEND monitoring purposes.
- Completing confidential administrative work as directed, such as preparation of confidential reports.

Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children

Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications	AF/Q	Hold GCSEs or equivalent in English and Maths at grade C/4 or above.
Qualifications	AF/Q	Hold a Library qualification or equivalent demonstrable experience.
Experience	AF/I	Have experience of managing a library or information service, preferably within an educational setting.
Experience	AF/I	Have experience of managing a budget and a range of

		administrative tasks.
Skills	AF/I	Be able to foster a love of reading in pupils for pleasure and independent research skills.
Skills	I	Be able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016).
Skills	AF/I	Have good written and verbal communication skills for engaging with diverse stakeholders.
Skills	AF/I	Be proficient in IT and information management systems, including database management and digital platforms.
Skills	AF/I	Have good attention to detail and accuracy in data entry and record keeping.
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to work calmly under pressure.
Competency	AF/I	Be able to both work independently and work well as part of a team.
Competency	AF/I	Have good organisational skills, with the ability to prioritise workload and manage competing deadlines with minimal supervision.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role , including cataloguing, reading support and safeguarding

Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning.
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All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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