

Ref number	Category	Year
JD201		2021

JOB DESCRIPTION

Post Title: Curriculum Support Librarian

Area: IT & Library Services

Post reference:

Location:

Salary:

Hours of work:

Purpose of Post

To use up-to-date knowledge of subject areas taught by the College to proactively identify relevant library and curriculum resources.

To manage cross-site collection development to ensure it meets the needs of customers, students and staff, and provides budgetary efficiency.

To be a proactive member of the Library management team and to share the responsibility of providing a service that meets the needs of students and staff at all campuses.

Principal Responsibilities

To ensure all collection data, in the Library Catalogue and Discover portal, is accurate and consistent to support learning and to allow for clear reporting of trends and usage.

To develop and maintain professional partnerships with curriculum staff at all levels, to encourage use of Library services and resources appropriate to their curriculum area.

To liaise with suppliers and external agency representatives to manage the cross-site Library resources budget.

To support and manage provision of basic technical support and learning support in the use of the VLE, e-mail and software applications, face-to-face, via email and by phone.

To deputise for the Senior Librarian at the XX campus when required.

Develop new initiatives and promote access to resources both in the Library and through a strong Virtual Learning Environment presence.

To utilise a range of software, including web page design tools to support all aspects of the role.

To develop and deliver appropriate information skills programmes for different levels of course at the XX Campus.

Participate actively in the College's appraisal scheme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives of the College.

Implement appropriate quality management and assurance systems in accordance with College policy.

Implement and promote the College Policy for Equality and Diversity.

Contribute to the provision of a healthy and safe environment including the assessment of risk in-line with current Health and Safety Regulations and the College's policy on Health and Safety.

Be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the safeguarding of children and vulnerable adults.

[Redacted]

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[Redacted]

PERSONNEL SPECIFICATION

Post Title: Curriculum Support Librarian

	CRITERIA	ESSENTIAL (E) OR DESIRABLE (D)
QUALIFICATIONS AND TRAINING	Degree in Information and Library Studies or Postgraduate qualification in Information and Library Studies	E
	Teaching qualification (or a willingness to work towards a recognised qualification)	D
	Recognition by a professional body e.g. CILIP	D
	Level 2 IT qualification or equivalent	E
RELEVANT EXPERIENCE	Experience of developing library services	E
	Experience of utilising information learning technologies in a library	E
	Experience of operating within multi site facilities	D
	Experience of supporting a diverse range of learners	D
	Experience of carrying out information skills sessions with students	D
	Experience of line managing staff	D
SKILLS/ EXPERTISE	Knowledge of student-centred learning, differentiation, and inclusiveness in a library environment	E
	Good communication skills and the ability to liaise with staff in other areas of the College	E
	The ability to form and maintain appropriate relationships and personal boundaries with children and young people	E
	Knowledge of web page design tools or a willingness to undertake training	E
	Knowledge of a range of e-resources	E
ANY ADDITIONAL FACTORS RELEVANT TO THE POST	Must display a friendly, professional approach	E
	Must be able to deal with problems in an open and friendly manner	E
	Must be polite and display tact and diplomacy in dealing with all levels of students	E
	Have a flexible approach to working practices and be a good team member	E
	Ability to learn and adapt quickly to change	E
	Must be willing to undertake continuing professional development to support the needs of the service	E
	Ability to work in a busy environment	E