**Job Description**



**\*Candidate must hold/be working towards the Level 6 Careers Guidance Qualification**

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| **Job Title** | Library & Careers Officer |
| **Grade** | Essex Schools’ Pay Scale 6 |
| **Reports to** | Assistant Headteacher |
| **Liaison with** | Liaison with outside agencies, Heads of Year, other staff as required and students |
| **Job Purpose** | To maintain the Library as an effective resource and take responsibility for the organisation and execution of the Careers Education Interviews  |
| **Duties** | * To maintain the Library as an effective resource and an inspiring learning base: provide suitable environment including displays; to liaise with Heads of Department to ensure current curriculum is represented in Library stock and facilitate maximum possible use of Library as a learning space;
* To plan Library Policy and manage the Library: maintain Library borrowing system and produce data or other reports as required;
* To manage and control stock, including research, ordering appropriate and interesting books within budget;
* Arrange and implement Year 7 induction to the use of the Library;
* To supervise students in the Library at break and lunchtimes;
* Oversight of computers in dedicated computer area;
* To offer Careers Advice to students;
* To assess student personal characteristics, skills and interests via individual interviews and/or group work;
* To provide appropriate careers help and advice;
* To liaise with other schools, employers and professional organisations;
* To write student careers action plans;
* To provide advice on CVs, applications and interview techniques;
* To keep up to date with information about training routes, professional regulations, the jobs market and both further and higher education application processes.
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| **General** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy;
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment;
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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