



**WORK AT
SHIPLEY
COLLEGE**

Librarian (Part time)

Shipleigh College - Great people, great place!

Hours: 18.5 hours per week (Some flexibility is required to cover the department until 7.30pm on occasions and some Saturday mornings. This would be on a rota basis)

Salary: Actual salary: £11,610 - £12,244 per annum (pro-rata of: £23,220 - £24,488 per annum, full-time equivalent)

Closing Date: Monday 12 August 2024 at 09:00 (***We may close the advert early if we receive a suitable number of applications. Early application is advised.***)

Interview Date: Week beginning Monday 19 August 2024

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

We are situated in the UNESCO World Heritage Site of Saltaire and are committed to the highest standards and encouraging staff and students to do their best and to aim high.

We are looking to recruit an experienced Librarian to support the delivery of a high quality library provision within our College. Duties include maintaining the Library Management System, delivering library inductions, supporting students with researching, referencing and academic writing, and implementing engagement initiatives to promote the service to students and staff.

The successful candidate will hold a degree or postgraduate qualification in Library and Information Studies (or equivalent) and have experience of working in a library, preferably in an FE / HE library environment. You will also have good knowledge and experience of resource cataloguing and classification.



Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> ● Enhanced Annual Leave ● Pension Schemes ● Professional ● Development opportunities Access to a free gym on site ● Reduced cost train travel* ● Access to free onsite car parks ● Shopping discounts with discount app <p>*qualifying period applies</p>	<ul style="list-style-type: none"> ● Has a Level 2 qualification in Maths and English ● Has a relevant degree/vocational qualification. ● Is a qualified librarian ● Has experience of working in a library environment in an FE / HE environment ● Is experienced a using a library Management System ● Can deliver a high level of customer service

How to Apply: Application forms can be obtained from www.shipleys.ac.uk. Completed applications should be submitted to jobs@shipleys.ac.uk.

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
--	--



Job Description

JOB TITLE	Librarian
RESPONSIBLE TO	LRC Manager

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

The Librarian will provide excellent customer service to LRC users, including Shipley College staff, students, and visitors, under the supervision of the Learning Resource Manager. The Librarian, supported by the LRC Manager, will maintain the Library Management System, liaising with curriculum staff to ensure curriculum resource needs are met, assisting users in locating information, issuing and returning resources, and dealing with queries in person, over the phone, and via email. The Librarian will provide support to students and staff in research methods, referencing and academic writing. Duties also include managing user accounts, processing resources, and ensuring that the LRC maintains a safe, effective and purposeful learning environment.

DUTIES AND RESPONSIBILITIES

- To maintain, and update, the Library Management System, maintaining bibliographic control of resources and providing information and statistical reports to meet service and College requirements.
- To liaise with academic staff to research, identify and recommend new book stock, journals, e-resources to reflect curriculum needs and keep abreast of changes.
- To assist with managing and planning regular stock revision and discard programmes.



- To report on current issues and trends in learning resources and information services
- To organise and deliver regular training sessions on research, referencing and information literacy, and academic writing skills for students
- To assist with legal compliance with copyright legislation and adhering to data protection and licensing constraints
- To assist with promoting the LRC/Library through events and outreach activities (e.g. Freshers Fair, open evenings, Pop-Up Library) both onsite in the library and other areas of the campus and occasional off site at local outreach centres
- To take, and record, payments for books and other items following LRC procedures
- To use and input data onto college and LRC/Library systems with due regard to data protection
- To support induction and study skills delivery to staff and students
- To help college staff, students and visitors with general enquiries and the circulation of resources, including over the phone and online
- To maintain an effective working environment, by encouraging positive behaviour and an atmosphere conducive to study, and ensuring the space is tidy and safe to use
- To be responsible for opening and closing the LRC/Library when required
- To work on the front desk on a rota basis
- To assist, on request, with learning resources routines or projects
- To support the LRC/Library with out of hours working on opening evenings, occasional Saturdays and special events

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Hold or be prepared to work towards Level 2 Literacy and Numeracy (or equivalent) (If working towards this must be started in the first year of employment and completed by the end of year 2)
Degree or Postgraduate qualification in Library and Information Studies or equivalent
Experience of working in a library setting

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of using a Library Management System
Knowledge and experience of resource cataloguing and classification
Experience of working in an FE / HE environment
Experience of building positive professional relationships with people from a diverse range of backgrounds
Experience of achieving high standards in a customer-facing role
Ability to promote and maintain appropriate behaviours in the LRC
Experience of reviewing and building resource collections to meet changing needs
Strong interpersonal skills, including excellent co-operation and working as part of a team
Strong communication skills in person and via telephone/email
Ability to work independently, take the initiative and prioritise workload
Strong research and referencing skills and knowledge of academic writing
Competence in using ICT, including Google applications as well as the internet and online databases
Commitment to continued professional development
Membership of a recognised library professional body such as CILIP

N.B. *A Level 3 Award in Education and Training within the first year of appointment and a full teaching qualification must be achieved within 5 year

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Ability to work flexible hours as required by the role
Knowledge and experience of Equality, Diversity and Safeguarding and the PREVENT agenda
Knowledge or experience of Safeguarding

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

97% of students agree that the College is a safe place to learn.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

96% of students agree that College staff are friendly and helpful.

