

## **CILIP Salary Guide 2014-15: Schools**

Access to information and works of the imagination is the right of every young person in the UK. In 2005, the International Federation of Library Associations (IFLA) published the Alexandria Proclamation on Information Literacy and lifelong learning which stated that:

*Information Literacy lies at the core of lifelong learning. It empowers people in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals. It is a basic human right in a digital world and promotes social inclusion of all nations.*

*Lifelong learning enables individuals, communities and nations to attain their goals and to take advantage of emerging opportunities in the evolving global environment for shared benefit. It assists them and their institutions to meet technological, economic and social challenges, to redress disadvantage and to advance the well being of all.*<sup>1</sup>

By helping to develop information skills and a love of reading, school libraries and learning resource centres support young people in their learning for life, for future work and for enjoyment. Learning continues to change; new initiatives, curriculum development and new technology continue to shape learning and it is crucial that information services within the school and wider community respond to that change in a positive and collaborative way.

Employing professional information staff ensures that the whole school benefits from an effective and lively service.

### **Job grading, status and responsibilities**

CILIP recommends that Chartered Librarians are appointed to school library posts. "A school librarian's business is education and learning, through the medium of a library"<sup>2</sup> in a similar way to that of a teacher through the medium of their subject.

CILIP therefore considers that the school librarian is a member of the academic staff of a school and that they should have Head of Department status with a salary level and contract commensurate with teaching colleagues with equivalent responsibilities. Librarians should also be considered for leadership positions within the school and appointed at the appropriate level on the leadership pay scale.

As a Head of Department, the librarian is therefore also eligible for a TLR. Whether it is a level 1 or 2 will be determined by the size of the responsibility.

Where librarians take on other roles within the school, such as Careers for example, these should be remunerated in the same way as teaching colleagues would be for taking on the extra responsibility.

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<sup>1</sup> <http://archive.ifla.org/III/wsis/BeaconInfSoc.html>

<sup>2</sup> p2 *CILIP Guidelines for Secondary School Libraries*, 2014

Independent schools usually have their own pay scales. (If not, then the salary guidance for state schools should be used.) The Librarian should be appointed on an academic contract and remunerated in exactly the same way as other heads of department are appointed on the pay scale within the school. For those schools who employ more than one librarian, then the librarians who are not the head of department should be appointed on an academic contract and remunerated in exactly the same way as teaching colleagues with equivalent qualifications and experience.

The librarian leads a service which is integral to the whole school so it is essential that they attend head of department or middle leaders and curriculum planning meetings. It is also recommended that adequate clerical and technical support is available to the librarian.

### **Professionalism, education and qualifications**

The Chartered Institute of Library and Information Professionals (CILIP) recommends that a Chartered Librarian be appointed as school librarian to manage the school learning resource centre.

Librarianship is a profession. The term 'professional librarian' describes an individual who has been educated to a nationally agreed level of competence, the quality of which is supported by a Code of Professional Conduct.

A fully qualified chartered librarian is a Member or Fellow of CILIP. To achieve Chartered status members will have completed a course of study at graduate or postgraduate level approved by CILIP and will have undergone further workplace training before submitting an application for Chartered Membership. The submission is expected to demonstrate development of professional skills, critical awareness and a sense of maturity in practice. Achievement of chartered status is dependent on acceptance of the submission. A member who has completed a course of study but is not yet a Chartered Member is known as a Candidate for the Professional Register.

### **Staff development**

School librarians should not only be given the opportunity to follow courses leading to qualifications appropriate to their own profession, but should also expect to participate in the in-service training available to their teaching colleagues as well as the Continuing Professional Development (CPD) opportunities provided by CILIP and other professional bodies such as conferences, training days and network meetings. They should have access to the same practical support, including time and financial assistance as is available to colleagues in other departments.

CILIP has produced the Professional Knowledge and Skills Base (PKSB) to encourage members to review systematically the state of their knowledge and skills. It is based on the belief that CPD is a responsibility of the individual working in partnership with their employer.

## Recommended salaries: *State schools (England and Wales)*

<b>Assistant Roles (supervised by a Senior Library Assistant or Higher)</b>						
<b>Job Title</b>	<b>Qualification Framework</b>	<b>Equivalence</b>	<b>England &amp; Wales</b>	<b>Inner London</b>	<b>Outer London</b>	<b>Fringe</b>
Library Auxiliary	Literacy & Numeracy Key Skills Level 1	Lunchtime Supervisor	£12,435 to £12,614	£15,767 to £15,946	£14,208 to £14,387	£13,484 to £13,663
Library Assistant	Apprenticeship or NVQ 2 Library & Information Skills or Administration Literacy / Numeracy Key Skills Level 2	Admin Assistant	£15,189 to £15,882	£18,521 to £19,214	£16,962 to £17,655	£16,238 to £16,931

<b>Technical / Supervisory Roles (Supervised by a Library Manager or Higher)</b>						
<b>Job Title</b>	<b>Qualification Framework</b>	<b>Equivalence</b>	<b>England &amp; Wales</b>	<b>Inner London</b>	<b>Outer London</b>	<b>Fringe</b>
Library Technician	Apprenticeship or NVQ 2 Library & Information Skills or ICT Skills Literacy / Numeracy Key Skills Level 2	ICT Technician	£15,189 to £16,215	£18,521 to £19,214	£16,962 to £17,655	£16,238 to £16,931
Senior Library Assistant	Apprenticeship or NVQ 2 Library & Information Skills + significant experience 5+ GCSE A*-C (or equivalent) including English & Maths	Level 2 Teaching Assistant	£15,882 to £16,998	£19,214 to £20,330	£17,655 to £18,771	£16,931 to £18,047

## Management Roles

Job Title	Qualification Framework	Equivalence	England & Wales	Inner London	Outer London	Fringe
Library Manager  (recommended minimum level for day to day management of a school library)	NVQ 3 Library Information Skills + Level 3 Academic Education (equivalent to 2 A Levels) GCSE English A*-B + Maths A*-C	Higher Level Teaching Assistant Or Unqualified teacher	£15,976 to £25,267	£20,092 to £29,379	£18,977 to £28,272	£17,025 to £26,313
Librarian	Information & Library Studies Degree  OR  Other Level 4 Qualification + Postgraduate Diploma or Masters in Information & Library Studies  OR  Level 4 Qualification + CILIP Chartership	Teacher (Main scale)	£22,023 to £32,187	£27,543 to £37,119	£25,623 to £35,823	£23,082 to £33,244

## Developmental Roles

Job Title	Qualification Framework	Equivalence	England & Wales	Inner London	Outer London	Fringe
Technical Librarian	As Librarian + Level 3 or higher Qualification in ICT related area or significant relevant experience AND CILIP Chartership	Teacher (Upper Scale)	£34,869 to £37,496	£42,332 to £45,905	£38,355 to £41,247	£35,927 to £38,555
Curriculum Librarian	Level 4 Qualification + Postgraduate Diploma or Masters in Information & Library Studies. AND CILIP Chartership	Teacher (Upper Scale)	£34,869 to £37,496	£42,332 to £45,905	£38,355 to £41,247	£35,927 to £38,555
Development Librarian	Level 4 Qualification in Information & Library Studies + PGCE / MEd / PhD in an Education Subject  OR  Level 4 Qualification in Education, Teaching Studies or subject related to the area of development + PGDip./ MSc/ MA / PhD in Information & Library Studies  AND  CILIP Chartership / Fellowship	Head of Department  or  Leading practitioner	£38,215 to £58,096	£45,436 to £65,324	£41,247 to £61,131	£39,267 to £59,151

## Recommended salaries: *State schools (Scotland)*

<b>Assistant Roles (supervised by a Senior Library Assistant or Higher)</b>			
<b>Job Title</b>	<b>Qualification Framework</b>	<b>Equivalence</b>	<b>Scotland</b>
Library Auxiliary	National 3 English	Lunchtime Supervisor	£12,561 to £13,404
Library Assistant	SVQ 2 Library & Information Skills or Administration + National 4 English	Admin Assistant	£16,191 to £16,776

<b>Technical / Supervisory Roles (Supervised by a Library Manager or Higher)</b>			
<b>Job Title</b>	<b>Qualification Framework</b>	<b>Equivalence</b>	<b>Scotland</b>
Library Technician	SVQ 2 Library & Information Skills or ICT + National 5 English & Maths	ICT Technician	£16,191 to £17,157
Senior Library Assistant	SVQ 2 Library & Information Skills + significant experience and 5+ Subjects at National 5 + Higher English	Level 2 Classroom Assistant	£16,776 to £17,880

<b>Management Roles</b>			
<b>Job Title</b>	<b>Qualification Framework</b>	<b>Equivalence</b>	<b>Scotland</b>
Library Manager (recommended minimum level for day to day management of a school library)	SVQ 3 Library Information Skills + 4+ Highers including English A-B + Maths A-C	Higher Level Classroom Assistant Or Unqualified teacher	£19,317 to £22,257
Librarian	Information & Library Studies Degree  OR  Other Level 9 Qualification + Postgraduate Diploma or Masters in Information & Library Studies  OR  Level 9 Qualification + CILIP Chartership	Teacher (Main grade)	£21,867 to £34,887

## Developmental Roles

Job Title	Qualification Framework	Equivalence	Scotland
Technical Librarian	As Librarian + Level 7 or higher Qualification in ICT related area or significant relevant experience AND CILIP Chartership	Chartered Teacher	£35,964 to £42,768
Curriculum Librarian	Level 9+ Qualification + Postgraduate Diploma or Masters in Information & Library Studies. AND CILIP Chartership	Chartered Teacher	£35,964 to £42,768
Development Librarian	Level 9+ Qualification in Information & Library Studies AND Level 11+ Qualification in an Education Subject  OR  Level 9+ Qualification in Education, Teaching Studies or subject related to the area of development AND Level 11+ Qualification in Information & Library Studies  AND CILIP Chartership / Fellowship	Principal Teacher	£38,034 to £49,086

## Recommended salaries: *State schools (Northern Ireland)*

<b>Assistant Roles (supervised by a Senior Library Assistant or Higher)</b>			
<b>Job Title</b>	<b>Qualification Framework</b>	<b>Equivalence</b>	<b>Northern Ireland</b>
Library Auxiliary	Literacy & Numeracy Key Skills Level 1	Lunchtime Supervisor	£12,435 to £12,614
Library Assistant	Apprenticeship or NVQ 2 Library & Information Skills or Administration Literacy / Numeracy Key Skills Level 2	Admin Assistant	£15,189 to £15,882

<b>Technical / Supervisory Roles (Supervised by a Library Manager or Higher)</b>			
<b>Job Title</b>	<b>Qualification Framework</b>	<b>Equivalence</b>	<b>Northern Ireland</b>
Library Technician	Apprenticeship or NVQ 2 Library & Information Skills or ICT Skills Literacy / Numeracy Key Skills Level 2	ICT Technician	£15,189 to £16,215
Senior Library Assistant	Apprenticeship or NVQ 2 Library & Information Skills + significant experience 5+ GCSE A*-C (or equivalent) including English & Maths	Level 2 Teaching Assistant	£15,882 to £16,998

<b>Management Roles</b>			
<b>Job Title</b>	<b>Qualification Framework</b>	<b>Equivalence</b>	<b>Northern Ireland</b>
Library Manager  (recommended minimum level for day to day management of a school library)	NVQ 3 Library Information Skills + Level 3 Academic Education (equivalent to 2 A Levels) GCSE English A*-B + Maths A*-C	Higher Level Teaching Assistant Or Unqualified teacher	£18,638 to £21,734
Librarian	Information & Library Studies Degree  OR  Other Level 4 Qualification + Postgraduate Diploma or Masters in Information & Library Studies  OR  Level 4 Qualification + CILIP Chartership	Teacher (Main scale)	£21,804 to £31,868



## Developmental Roles

Job Title	Qualification Framework	Equivalence	Northern Ireland
Technical Librarian	As Librarian + Level 3 or higher Qualification in ICT related area or significant relevant experience  AND  CILIP Chartership	Teacher (Upper Scale)	£33,412  to  £35,929
Curriculum Librarian	Level 4 Qualification + Postgraduate Diploma or Masters in Information & Library Studies.  AND  CILIP Chartership	Teacher (Upper Scale)	£34,523  to  £37,124
Development Librarian	Level 4 Qualification in Information & Library Studies + PGCE / MEd / PhD in an Education Subject  OR  Level 4 Qualification in Education, Teaching Studies or subject related to the area of development + PGDip./ MSc/ MA / PhD in Information & Library Studies  AND  CILIP Chartership / Fellowship	Head of Department	£35,219  to  £47,840

For further details about responsibilities at each level and staffing structure case studies, please refer to 'Appendix 5: Example school library staff progression framework and case studies' in *The CILIP Guidelines for Secondary School Libraries* 3<sup>rd</sup> edition (2014), pp125-128 available from Facet Publishing  
[http://www.facetpublishing.co.uk/title.php?id=9696&category\\_code=504](http://www.facetpublishing.co.uk/title.php?id=9696&category_code=504)