



CROSFIELDS SCHOOL

Assistant Librarian Job Description

Working Pattern: This role is Monday to Friday, Term time only, 10.00am – 2.15pm daily.

Job Purpose	<p>We seek a passionate individual to work closely with the Library and Literacy Lead Teacher to further encourage a reading culture within the school and to support pupils with developing a solid set of research skills.</p> <p>The candidate must be engaging, approachable and able to work collaboratively with the Library and Literacy Lead Teacher and Crosfields staff.</p>
Accountable to	Library and Literacy Lead Teacher
Working closely with	Head of Juniors, Head of Pre-Prep and teachers within these sections of the school and the staff member responsible for organising the Pre-Prep library.
Main Accountabilities	<p>Main functions:</p> <ul style="list-style-type: none">• Initiate and/or support initiatives that instil a love of reading and learning in all pupils, thereby developing their potential as lifelong and independent learners.• Ensure equitable access to information, both physical and virtual,• Suggest and support initiatives which create a whole-school environment that encourages reading for pleasure.• Work closely with colleagues in supporting processes across the libraries including the maintenance of subject specific reading lists.• Support careers knowledge and development within the Junior and Pre-Prep Libraries.• Advise and support on the continued development of the processes and running of the library spaces.• Ensure library policies and procedures are adhered to, which includes compliance with data protection, copyright and health and safety legislation in line with the whole-school policies and procedures.• Manage and promote a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them.• Organise and be responsible for the Accelerated Reader programme in the Junior School.• Be proactive in maintaining and expanding on available books, including cataloguing, and processing new stock.• Support with the management of displays within the libraries.• Support with the organisation and running of literacy events e.g., author visits.• Support the maintenance of an up-to-date inventory of equipment and resources.• Ensure, as far as possible, that the library equipment and resources (in the Junior/Pre-Prep libraries) are maintained in good order, that the library spaces are cared for and offers an attractive and educationally stimulating environment for pupils.

Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review. It may be adapted to best fit the skills and needs of the appointed candidate.
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Person specification

	Essential	Desirable
Qualifications and training		Experience in a school library.
Personal qualities	<ul style="list-style-type: none"> • Experience in promoting reading for pleasure. • Collaborative and proactive approach. • High academic expectations, instil high standards of behaviour. • Professional in that they are diligent, punctual and thorough. • Expected to encourage an atmosphere of mutual respect when dealing with children, staff and parents. • Excellent communicator with children and adults alike. • Ability to work as part of the school's team. • Enjoy working with children, to be able to form and maintain appropriate relationships and personal boundaries with children. • Commitment to the school's safeguarding policies and will put child's welfare and well-being above all else. • Proficient in the use of IT. 	

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#) .

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).