

Library Assistant

Grade 3, SCP 6-11 £23,893 - £25,979 FTE (pro rata £ 11,162 - £ 12,521)

Part time 20hrs per week, term time plus 5 days

Job Description

Core purpose

1. To contribute actively to building, communicating and implementing the Trust's vision of Ambition, Excellence and Community and the school's commitment to all young people to 'Let your light Shine'.
2. To actively model and promote the values, vision and ethos of this Christian school which serves a multi-faith, multi-ethnic community.
3. To support the library manager to manage, develop and promote the library and a love of reading across the school and to provide a welcoming and effective learning resource and information service to all students and staff.

Specific responsibilities

- Model and promote reading for pleasure with enthusiasm and passion.
- Support the library manager in the organisation and management of the library / learning centre, ensuring that stock is well maintained and appeals to all students across a broad range of subjects.
- Classify and catalogue library resources, extending to other school areas as appropriate.
- Harness new technologies to support promotion of the library / learning centre to staff and students; facilitate user access to both printed and online materials, integrating access through the school's student Sharepoint site and online dashboards.
- Use appropriate IT software to monitor stock and check orders.
- Support the library manager in maximising the library's annual budget to ensure funds are well spent and apply sound judgements in broadening the library's offer.
- Order and catalogue new books.
- Keep up to date with new book releases and annual book awards.
- Administer the issue and return of library items, renewal, shelving, repair and withdrawal of library stock and maintain correct inventories / location records.
- Use data and systems to reduce overdue loans and ensure that borrowing levels remain high.
- Ensure that library facilities and displays are maintained to the highest possible standard.
- Recruit and oversee student librarian recruitment and operation.
- Supervise student use of facilities and maintain a welcoming environment, conducive to study at all times.
- Undertake all other duties associated with library membership.
- To contribute to the effective promotion of the school library and reading at Open Days / Evenings/ Information Evenings and through social media.

Curriculum and Literacy Standards

- Maintain a good understanding of the curriculum and ensure library stock offers appropriate literacy support for topics covered.
- Work closely with curriculum and literacy leaders to develop, promote and analyse literacy drives.
- To assist with the administrative routines associated with Accelerated Reader.
- Under the guidance of the Literacy Lead, deliver interventions 1:1 or with small groups.
- Produce and analyse library data to steer and support literacy drives
- Target library services to ensure a universal offer, including those students who are disadvantaged; actively monitor pupil premium students
- Give guidance and assistance to students in the use of appropriate research methods, choice of resources and literature and give any other relevant support both for curricular and leisure activities
- Actively work with community partners as well as other schools across the trust and wider region to share relevant tips and guidance to ensure the library and its services are at the heart of the school and offer best practice
- Participate in training and development activities and take responsibility for own personal training and development and that of any Library Assistants
- To model, implement and champion consistently the 'Brian Clarke Way' across the school so that effective learning can take place.

Other responsibilities

- To model, implement and champion consistently the 'Brian Clarke Way' across the school so that effective learning can take place.
- To contribute to the school liaison and marketing activities – e.g. providing news for social media, the website, contributing to newsletters to parents.
- To contribute to the effective promotion of pastoral provision at Open Days / Evenings/ Information Evenings and other events.
- To actively promote the development of effective links with external agencies and organisations.
- To understand the importance of inclusion, equality and diversity, when working with students and with colleagues, and to promote equal opportunities for all.
- Implement and uphold the policies, procedures and codes of practice of the school, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.

Reporting to:

Library Manager

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Person Specification	Essential/ Desirable	How identified Application (A) Interview (I)
Qualifications		
Numeracy and literacy qualifications to at least GCSE pass level	E	A/I
Educated to degree level or equivalent	D	A/I
Chartered librarian qualification	D	A/I
Experience		
Experience of working in a library	E	A/I
Experience and proficiency in using the most up to date common IT applications, e.g., Microsoft Office packages	E	A/I
Ability to solve problems, making recommendations as required	E	A/I
Experience of line management	D	A/I
Experience of working in education	D	A/I
Experience of bespoke library IT systems	D	A/I
Professional Skills, Abilities and Qualities		
Strong leadership skills with the ability to inspire young people by setting clear expectations and standards and being an excellent role model	E	A/I
Ambitious and committed to a purposeful career, helping to transform the life chances of children	E	A/I
A good knowledge of books written for young adults	E	A/i
Strong communication skills, written and verbal and high level of proficiency in use of IT	E	A/I
Person centred and visible clear leadership to dedicated and skilled team leaders	E	A/I
Open and honest, with a positive outlook	E	A/I
Strategic thinker helping to inform and operationalise school improvement priorities in relation to library and literacy	E	A/I
Personal and professional resilience, with the ability to work at pace	E	A/I
Values		
Commitment to the mission, vision, values and ethos of the school and the Trust	E	A/I
Lead the way as an exemplar of ethical leadership	E	A/I

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview