

	Job Description: Assistant Librarian	Scale: Scale 5 Hours/Weeks 36 hours/41 weeks : Updated: June 2019
---	---	---

Person reports to:	<ul style="list-style-type: none"> • School Librarian
Person supervises:	<ul style="list-style-type: none"> • none
Purpose of Job:	<ul style="list-style-type: none"> • To play an active role in the promotion of the library as a stimulating and welcoming environment for the whole school community. • To develop a culture of reading within the school and local community. • To provide an up-to-date and innovative learning resource for the whole school community. • To support the Librarian, and any other duties as directed.

MAIN DUTIES AND RESPONSIBILITIES

A. Operational Duties

1. To deputise for the Librarian and Deputy Librarian in the Library.
2. To plan and lead KS3 and KS4 reading lessons, including targeted interventions and monitoring of the impact of the lessons and interventions.
3. To provide individualised progress reports for students to be shared within the pastoral structures of the school.
4. To raise and maintain the profile of the Library in the school and wider community, meeting with curriculum and pastoral leaders and classroom teachers where necessary.
5. To promote the development of reading and literacy skills for information and recreation and to be instrumental in creating a whole-school environment which encourages reading for pleasure.
6. To organise and take part in events such as World Book Day, primary school events, author visits, Year 6 induction week, reward trips.
7. To develop and enhance the Accelerated Reader programme across Key Stage 3.
8. To manage staff and students in the Library and deal with enquiries and issues that may arise in a professional manner.
9. To provide an appropriate learning environment for curriculum based and independent learning, to provide support to students with the use of library resources and IT, and to provide support to students with their learning.
10. To maintain the Library data systems, ensuring confidentiality at all times.

11. To encourage and actively promote the engagement of parents/carers in their children's learning and assist with parental events including parents' evenings.
12. To provide an online presence for the Library through the use of media such as Twitter and the school website.
13. To assist in the management of the budget for KS3 fiction resources
14. To ensure that the library is available to the whole school community throughout and beyond the school day, including early morning, after school, break time and lunch time.
15. To assist in the management of the Learning Hub.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

B. Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties, seeking guidance and clarification from management, as required.

C. Additional duties

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.



Person Specification and Selection Criteria

Scale 5

Deputy Librarian

Updated June 2019

Essential	Essential/Desirable	How the selection criteria will be assessed
Qualifications		
Educated to Degree level or equivalent	E	Application Form
Relevant IT software package qualifications / certification	E	Application Form
Educated to GCSE or equivalent level, including at least a C grade in English and Maths	E	Application Form
First Aid at Work Certificate	D	Application Form
Professional Experience, Knowledge and Understanding		
Experience of working as a Librarian in a school	D	Application Form, Interview
Excellent Administrative skills	E	Application Form, Interview, Test
Keen interest in reading and literature	E	Application Form, Interview
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Knowledge of the National Curriculum	D	Application Form
Knowledge of teenage literature	D	Application Form
Experience of using Microsoft Office and/or Google to produce a range of professional documents	E	Application Form, Interview, Test
Abilities and Skills		
Ability to engage constructively with and relate to a wide range of young people and their families with diverse social and ethnic backgrounds	E	Application Form
Proficient in IT with particular skills in MS Word, Excel and/or Google	E	Application Form, Interview, Test
Proficient user of SIMS or other MIS	D	Application Form
Significant organisation and administrative skills	E	Application Form, Interview, Test
Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.	E	Application Form, Interview, Test
Excellent interpersonal skills and solution focussed approach to professional relationships	E	Application Form, Interview
Ability to consult and negotiate with external agencies to reach the best outcome for the school	E	Application Form. Interview
Ability to work under pressure and meet deadlines whilst still being polite and reasonable	E	Application Form, Interview
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E	Application Form, Interview
Ability to plan time effectively and to organise oneself efficiently (self-manage)	E	Application Form, Interview
Ability to work as part of a team	E	Application Form, Interview
Ability to demonstrate initiative	E	Application Form, Interview
Personal Qualities		
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed to high standards of working	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview
Energy and enthusiasm	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Resilient and determined to achieve goals	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview

Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview
Equal Opportunities Awareness		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
Child Protection and Safeguarding Awareness		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview