

Job Description

Post: Library Assistant

Accountable to: Learning Resources Manager

Grade/Range: Local Government Pay Scale

Salary: Scale 3 Point 5-6 £26,193.00 – 26,625.00 pro rata (Actual Salary £22,802.00- £23,178.00 per annum)

Working Pattern: Full Time, term time only, 9.30am - 5.30pm

Location: Hackney

Disclosure level: Enhanced

Responsible for: To assist the Learning Resources Manager in the operation of the Academy's libraries.

Key Accountabilities

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

1. Duties and Responsibilities

- Supervising students in the libraries and maintaining a quiet learning atmosphere. On occasion this will involve solo supervision of students.
- Working with the Learning Resources Manager to ensure that all library opening times (7.30am – 5.30pm) are covered.
- Supporting students' learning in the libraries, using library resources and computers
- Promoting the library and its resources to students and staff
- Using the library management system to issue and return stock and to catalogue new stock
- Assisting with the administration of the Accelerated Reader scheme
- Facilitating library lessons for year 7 and year 8 pupils and supporting year 9 lessons
- Assisting with the maintenance of a tidy environment in the libraries
- Dealing with enquiries from staff and students
- Other duties as directed by the Learning Resources Manager

2. Additional Responsibilities

- Act as a personal adviser to a small number of students. This entails being a positive role model for students, giving them pastoral support, setting academic goals, and encouraging them to get involved with all aspects of Academy life. For some students, regular contact with parents may be necessary
- Behaviour management in corridors and anywhere else on or off the Academy site, ensuring that students are behaving professionally both inside the Academy and outside when in Academy uniform.
- Participate in CPD as required, including school INSET and the Performance Management process.
- Other duties in the libraries as directed by the Learning Resources Manager

Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		
Experience, Skills and Knowledge		
Ability to use ICT effectively		
Ability to use ICT to raise achievement		
Administrative experience		
Previous Library experience		
Previous experience of working with children		
Commitment to high quality outcomes		
Personal Qualities		
Excellent communication skills and organisational skills		
Ability to work hard under pressure while maintaining a positive, professional attitude		
Ability to organise and prioritise workload and work on own initiative		
Ability to work as part of a team		
Commitment to personal career development		
Ability to develop good relations with staff, students and the wider Academy community		
Other		
Safeguarding and Child protection policies and procedures		
Developments in the National Curriculum		
Knowledge of and interest in literature for children and young adults		
Understanding of different social backgrounds of students		
Understanding the needs of students and the appropriate strategies to support them		
Understanding the needs of bilingual students		