



# COLLEGIATE

INDEPENDENT CO-EDUCATION

FROM NURSERY TO SIXTH FORM

## Assistant Librarian

### JOB DESCRIPTION

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

#### Accountability

The Assistant Librarian is accountable to the Senior Librarian.

#### Summary of the role:

Collegiate school has two thriving Libraries, one in the Senior School (ages 11-18) open from 7.30am-5.30pm each day and one in the Prep School (ages 7-11) which is staffed at break and lunchtimes, as well as pre-arranged Library sessions with classes. There are two further Library spaces in the EYFS building and Pre-Prep department. The Senior Librarian has overall responsibility for the Libraries on both sites, assisted by the Assistant Librarian.

The Libraries play an essential part of life at Collegiate; the Libraries and Librarians are holistically involved in the educational and curriculum focussed aims of school life alongside wellbeing and wider world development.

#### Key Tasks include:

- Day-to-day practicalities of running of the Libraries, including behaviour and stock management.
- Inspirational promotion of a love of reading generally, with specific projects such as our bespoke Reading Challenge, Carnegie Shadowing, Poetry Competitions and other opportunities.
- Liaison with students and staff, ensuring that the Library effectively meets the needs of the curriculum and beyond, supporting and stretching individuals.
- Proactive contributions to the development and promotion of Digital Literacy in the Library to support effective learning and research skills.



# COLLEGIATE

INDEPENDENT CO-EDUCATION

FROM NURSERY TO SIXTH FORM

## **Main Duties and Responsibilities:**

- Ensuring that the Libraries operate effectively on a daily basis, are well presented and in a good state of repair.
- Regularly creating and updating visually interesting displays, posters and communications to the School Community, such as termly Sway newsletters.
- The circulation of stock, including the issue, renewal and return of Library items, and processing overdues as appropriate.
- Preparations for Open Days, with a high standard of display and information materials.
- The running of the Reading Challenge, Carnegie Shadowing, Poetry by Heart, BookBuzz and other reading promotions/programmes.
- The delivery of Library Induction programmes to students and regular English Library lessons focused on reading for pleasure.
- The delivery of Critical Literacy skills sessions as required for the curriculum and individual research, such as EPQ projects.
- Behaviour management of students in the Libraries.
- Liaising with academic staff to ensure that Library stock is up to date and relevant to the curriculum.
- The running of author visits.
- Recruitment and instruction of our thriving pupil Library team.
- The Reading Mentors programmes as required.
- The execution of the Library Development Plan.

## **The Assistant Librarian will:**

- Be familiar with all Staff Policies, in particular Health and Safety and Child Protection, maintaining a safe and secure environment.
- Ensure that the law of copyright is observed and appropriate licences are in place.
- Share the responsibility for the security of Library contents and facilities, including opening up and shutting down on a daily basis.
- Attend appropriate staff meetings and CPD opportunities.
- Monitor all students using the Library and ensure that behaviour policies are implemented effectively.
- Undertake other tasks as reasonably requested by the Senior Librarian.



# COLLEGIATE

INDEPENDENT CO-EDUCATION  
FROM NURSERY TO SIXTH FORM

## **Compliance:**

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;

## **Review**

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Collegiate School would aim to reach agreement to the changes.

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

*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*The safeguarding responsibilities of the post include:*

- *To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;*
- *To be supportive of and committed to the School's policies on Child Protection;*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*