

Job Description

Library Supervisor

REPORTS TO: Head of English

PURPOSE OF JOB:

The Library Supervisor has a vital role to play by supporting teachers and pupils throughout their time at the Academy. The Library Supervisor will work with the Head of English to:

- Establish a vision for the future of the library
- Foster positive attitudes among the pupils towards the Library and towards independent and personalised learning
- Actively promote reader development
- Proactively strengthen links with departments
- Instruct pupils on library and research skills
- Facilitate library sessions bookable by teaching staff and providing library staff assistance as required

MAIN RESPONSIBILITIES, TASKS & DUTIES:

- To supervise the Library
- Assisting with pupils' registration as library users
- Working on issues desk – issue, return etc.
- Assisting with maintenance of library stock – identifying damaged or obsolete materials; tidying shelves
- Cataloguing new arrivals
- Help pupils and staff with searches for material
- Help pupils and staff with use of internet and online resources
- Maintain familiarity with different fiction authors, both for younger and older pupils, and staff in order to be able to make suggestions for recreational reading
- Ensure pupils uphold library rules e.g. levels of noise and not eating
- Advise the Head of English when book covering, pockets tags etc. need re-ordering
- Keep the book stock tidy and in classification order
- Checking incoming items against invoices
- Settling any disruptions or disturbances in the Library
- Assisting with Library events + reading sessions
- Enter items onto the Library Management System ensuring details are correct
- Catalogue and classify new stock

MANAGEMENT OF PEOPLE/SUPERVISION OF PEOPLE

N/A.

CREATIVITY AND INNOVATION

Work generally within set procedures + guidelines requiring occasional creative solutions to routine problems.

CONTACTS AND RELATIONSHIPS

Daily contact with staff + pupils.

DECISIONS

a) Discretion

Work is carried out within clearly defined policies and procedures, advice on complex matters will be sought from line manager.

b) Consequences

Impact would be on pupils using the Library, issues are likely to be easily identified and remedied.

RESOURCES

Responsible for Library resources.

WORK ENVIRONMENT

a) Work Demands

Work is subject to interruption from pupils/staff requesting information; the post-holder is unlikely to be dealing with conflicting priorities.

b) Physical Demands

General administration work may involve periods of working on a computer.

c) Work Conditions

Work is carried out in a well-lit/ventilated environment.

d) Work Context

Contact with pupils on matters that are routine and non-contentious.

KNOWLEDGE AND SKILLS

No formal qualification required.

Experience of supervising a group or groups of pupils.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Academy Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.

Safeguarding:

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Academy Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy s/he must report any concerns to his/her Line Manager or the Academy Child Protection Officer.

Signed: _____ **(Postholder)**

Name: _____

Date: _____

Signed: _____ **(Principal)**

Date: _____