

Job Description	
<b>Department</b>	Literacy
<b>Post Title:</b>	Library Assistant
<b>Salary Scale/Range</b>	Scale 3 Point 5-6 £25,583-£25,989 (Pro Rata £22,267- £22,986)
<b>Hours</b>	Full-time 32.5 Hours Per Week (Hours Negotiable)
<b>Permanent/Fixed Term</b>	Permanent
<b>Posts Responsible to</b>	Literacy Co-ordinator
<b>Posts Responsible for</b>	No responsibility for staff
<p><b>Role Purpose:</b> The Library Assistant will manage, develop and promote the Library Resource Centre and inspire a whole school reading culture; the role also involves the support of targeted cohorts of students where reading is a social, cultural and academic barrier.</p>	

**Library Assistant duties:**

- To manage the day-to-day operation of the Library Resource Centre including the maintenance and responsibility for library stock and any other equipment
- To effectively maintain the LRC space and ensure it is in a resource to support students' social and academic needs
- To work in close collaboration with the Whole School Literacy Leads to identify cohorts of students for Lexonic reading intervention.
- To lead or support Lexonic reading intervention with cohorts of students.
- To support the promotion of a strong reading culture in school through the design and delivery of extra-curricular activities both based in and promoting the LRC
- To promote the use of the LRC with subject teachers and provide support for staff to use it as a teaching space where appropriate
- To coordinate and promote events and activities in celebration of national Literacy initiatives, such as World Book Day, National Poetry Day, National Storytelling Week etc.
- To work with members of the English department to ensure library stock is up to date and relevant and engaging for students.
- To develop an in depth knowledge of available resources for both KS3 and KS4 in order to advice and support students and staff in their selection of materials

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- Be a professional role model, and understand and promote the aims and the values of the Trust

### **Safeguarding and Promoting the Welfare of Children and Young People**

- The Library Assistant is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and lead on the Trust's policies and procedures in relation to safeguarding at all times ensuring alignment to 'Keeping Children Safe in Education' guidance.

### **Data Protection**

- The Library Assistant is expected to comply with the provisions of GDPR and the Data Protection Act 2018, the Freedom of Information Act and follow all of the Trust's information governance policies and procedures at all times.
- Any information the Library Assistant has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the Library Assistant from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

- The Library Assistant is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

### **Health and Safety**

- The Library Assistant has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The Library Assistant must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

*The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.*