

Job Description

Post:	Library Assistant
Responsible To:	SLT Lead for Libraries
Responsible For:	Student Library ambassadors
Overall purpose of job:	To support in the maintenance of the library provision offered to students. To work with the SLT Link and Library Assistant to maintain effective communication channels with all partners, both internal and external, to deliver services. To promote reading for pleasure throughout the school as a means to raising attainment.
Salary Scale:	Spot Salary £34, 097
Working hours:	36 hours per week, term - time (41 weeks per year)

Main Duties and responsibilities

- To work with the library staff and SLT link to maintain and enhance the library environments and resources on both school sites, both print and electronic, contributing to and supporting the curriculum.
- To organise all library resources, including classification and cataloguing.
- To maintain current systems for issuing, returning and renewing resources.
- Help students and staff locate resources.
- Create and maintain library displays.
- To be proactive in promoting reading for pleasure throughout the school and work with relevant teaching staff to develop an annual programme of activities for all ages, abilities and cultural backgrounds.
- To support a library user education programme which develops students' independent access to the library and its resources.
- To supervise library users, ensuring that a learning environment is maintained.
- To develop the skills of student library assistants.
- To co-operate and liaise with teaching staff to support with curriculum.

- To promote and participate in extra-curricular activities such as library events, competitions, author and other events.
- To work in conjunction with the communication and media officer to maintain library web pages and promote the library on social media pages.
- To uphold the school's safeguarding policies and procedures.
- To undertake other similar duties commensurate with the grade.

Other Duties and responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
- To ensure all duties and responsibilities are discharged in accordance with the safeguarding policy.
- To uphold the Academy's disciplinary rules and staff code of conduct.
- To be committed to safeguarding and promoting the welfare of children and young people and to follow the relevant policies and procedures.
- To contribute to the maintenance of a caring and stimulating environment for young people
- To always act in accordance with the statutory frameworks that set out how the Academy must operate
- To carry out any other reasonable duties within the scope of the post as directed by the Headteacher.

Equal Opportunities Statement

To ensure equality of opportunity for all people in service provision and in employment, and to strongly oppose any form of discrimination.

Date of issue:	
Signature of Post holder:	
Signature of Headteacher:	