

JOB DESCRIPTION

Assistant Librarian

JOB PURPOSE

To deputise for and assist the College Librarian in the management of the library and its staff, to assist with the provision of comprehensive library services to all users, and to work flexibly across all relevant library-related processes and services.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

1. To assist in the management of the College library and its staff, especially in case of College Librarian absence.
2. To assist with the programme of research skills training for students studying the Extended Project Qualification.
3. To liaise closely with Subject Leaders and Curriculum Leaders in order to promote and develop library use by students in their areas.
4. To work closely with other teaching staff to support student learning.
5. To develop the College library ambassadors scheme.
6. To assist in ensuring the effective and efficient provision of library services for all users.
7. To assist college IT staff in the provision of efficient and effective IT resources to students.
8. To assist the College Librarian in ensuring the Health and Safety of library users including e-safety.
9. To assist in the provision of training for all library users in the effective use of library resources.
10. To supervise library users.

GENERAL RESPONSIBILITIES

1. Participate in training and team development activities, to update knowledge and skills.
2. Make best use of technology, facilitating change to deliver new ways of working, which support the college's strategic objectives and core values.
3. Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.

4. To adhere to all college policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.
5. Take part in the College's staff appraisal and performance management cycles as appropriate.
6. To undertake such other duties, commensurate with the post, which your managers, or other members of the executive leadership team may reasonably and occasionally require, including working evenings and covering for absent colleagues.

ADDITIONAL INFORMATION

1. The post holder will report to the College Librarian and will be part of the Library team which consist of the College Librarian and two Assistant Librarians.
2. Salary will be paid on the Sixth Form Colleges Association support staff pay scale, grade 22 – 26 (currently £9,208.12- £10,522.07 per annum for TTO based on 22 hrs per week).
3. This is a part-time, term time only post, subject to the conditions of service handbook of the Sixth Form Colleges Association.
4. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
5. Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.