



JOB DESCRIPTION

Library and Study Supervisor (Fixed Term)

JOB PURPOSE

To support the effective day-to-day operation of the library and wider study provision by providing consistent supervision of students, maintaining a purposeful and welcoming study environment, and assisting the Head Librarian in the delivery of library services.

The role focuses on ensuring that students are supported in their independent learning through a visible staff presence, clear expectations for behaviour, and effective supervision of study spaces, both within the library and, where required, across the wider college.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

- Supervise students to ensure a calm, purposeful, and productive study environment
- Promote positive student behaviour and challenge inappropriate conduct in line with college expectations
- Provide a visible and approachable presence for students
- Support students in accessing study spaces and basic resources
- Contribute to the smooth running of the library and maintain an orderly, safe, and welcoming environment
- Monitor use of study spaces and respond to changes in demand throughout the day
- Where required, supervise additional study spaces across the college to support student learning
- Support the implementation of rotas, seating arrangements, and supervision plans
- Assist with the organisation, maintenance, and circulation of library resources
- Undertake administrative tasks such as issuing and returning resources
- Ensure that resources and equipment are accessible and appropriately managed
- Promote the library service and encourage student engagement with study spaces and available resources
- Carry out duties and support operational priorities as directed by the Head Librarian
- Support the delivery of the library service through flexible working as required
- Undertake examination invigilation duties where required and available
- Work collaboratively with colleagues to ensure consistent standards

- Adapt to changing operational requirements, particularly during peak usage periods
- Undertake any other reasonable duties commensurate with the role

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. All employees of the College have responsibilities in respect of health and safety. In particular, they will:
 - co-operate at all times with the senior leadership team in the implementation of and adherence to health & safety policy and procedures;
 - take reasonable care for their own safety and for the safety of others who may be affected by their actions at work;
 - not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
 - report all health and safety concerns to line managers;
 - pro-actively report near misses;
 - assist with the completion of the risk assessment programme;
 - provide risk assessments for activities for which they are the responsible leader;
 - ensure a safe working environment is maintained for staff and students at all times;
 - ensure that all relevant health and safety training is up to date;
 - comply with health and safety related policies and procedures.
6. Take part in the college's staff appraisal and performance management cycles as appropriate.
7. 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 Head Librarian.
2. This is a fixed term (until March 2027), full-time (37 hours per week), term-time only post, subject to the conditions of service handbook of the Sixth Form Colleges Association.
3. Salary will be paid on the Sixth Form Colleges Association support staff pay scale, grade 3 - 7 which is currently £20,934.25 - £21,942.11 per annum, for term-time only based on 37 hours per week.
4. It is compulsory for all members of staff to attend the annual open events in mid-October (which take place on one evening and on one Saturday), for which there is a compensating college closure day/TOIL given.
5. 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.
6. 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.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Training		
Good standard of general education (e.g. GCSE English and Mathematics at Grade 4/C or above, or equivalent)	X	
Relevant qualification in library services, education, customer service, youth work or administration		X
Willingness to undertake training relevant to the role	X	
Experience / Knowledge		
Experience of working in a customer-facing, educational, administrative or supervisory environment	X	
Experience of working with young people aged 16–19		X
Experience of working in a library, learning resource centre, school, college or similar setting		X
Experience of examination invigilation		X
Understanding of the importance of maintaining a calm, safe and productive study environment	X	
Awareness of professional boundaries when working with young people	X	
Understanding of equality, diversity, inclusion and safeguarding responsibilities	X	

Knowledge of library systems and resource management		X
Understanding of independent study and learning support within an educational setting		X
Skills / Competencies		
Excellent interpersonal and communication skills	X	
Ability to build positive relationships with students and colleagues	X	
Ability to supervise groups of students confidently and consistently	X	
Ability to challenge inappropriate behaviour professionally and effectively	X	
Good organisational skills and attention to detail	X	
Ability to work independently and use initiative	X	
Competent ICT skills, including Microsoft Office applications and email	X	
Ability to promote reading, study skills or student engagement activities		X
Experience of using library management software or resource booking systems		X
Confidence in managing expectations within a quiet, independent learning environment	X	
Personal Attributes		
Calm, approachable and professional manner	X	
Reliable, punctual and dependable	X	
Flexible and adaptable in response to changing operational requirements	X	
Commitment to high standards of student conduct and learning	X	
Ability to work collaboratively as part of a team	X	
Commitment to safeguarding and promoting the welfare of young people	X	
Interest in supporting student learning and academic success		X
Enthusiasm for libraries, reading or learning resources		X
Flexible and willing to support operational priorities across the college as required	X	
Satisfactory enhanced DBS clearance	X	