



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: ASSISTANT LIBRARIAN

RESPONSIBLE TO: LIBRARIAN

LINE MANAGEMENT RESPONSIBILITY: None

BUDGET: None

OVERALL RESPONSIBILITY:

1. To assist in the running of the College Library.
2. To support in managing Library resources.
3. To contribute to the safeguarding and promoting the welfare of children and young people with regards to the DfE's "Keeping Children Safe in Education" publication and Child Protection Procedures.

SECTION 1 - DUTIES:

Supporting Staff

1. Work with staff to identify resources and equipment that will be of use to them.
2. Assist staff in the delivery of lessons by ensuring equipment is ready for use and that resources are available.
3. To assist staff and students seeking information.

Supporting Students

1. Maintain and promote positive behaviour in line with school policy.
2. Work with individual students in assisting them to select books that match their level of literacy and areas of interest.
3. To assist in Library lessons, paired and small group reading,
4. Supervise study in the Library and encouraging positive study habits.

Supporting the Curriculum

1. To promote reading for pleasure across the curriculum.

Stock/Resource/Admin Support

1. Assist in the maintenance of Library resources.
2. Keep resources in the Library in good order.
3. Using creativity to design and maintain the school notice boards around the building, in classrooms and corridors to ensure the information displayed is timely, relevant and attractively displayed.

Pastoral Care

1. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.

Health and Safety

2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
4. Support the College's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Safeguarding.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to the provision and management of the Library.
2. Undertake any necessary professional development, taking full advantage of any relevant training and development available.

Any other tasks, duties or services that may be requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	