

Bishop Bewick Catholic Education Trust



Job Description

Post Title:	Assistant Librarian
Grade:	BB04
Responsible to:	School Librarian and/or Assistant Headteacher
Responsible for:	N/A
Job Purpose:	To assist in the running of the school library.

In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To assist in the running of the school library as a core centre of research and learning.
- 2 To assist in the day to day running of the school library including the issuing and discharging of stock, shelving, processing of new stock and the compilation of overdue notices.
- 3 To help and guide students actively during and beyond class time in developing reading for pleasure by selecting books (both fiction and non-fiction) which will engage and extend their interests.
- 4 To support programmes for students to develop excellent information and research skills using book based and online resources.
- 5 To support library users (staff and students) by providing guidance to help them find relevant books, on-line materials and other resources.
- 6 To assist in promoting the library and its facilities including the creation and regular updating of displays, the production of book lists and online resources and the organisation of events such as World Book Day and Author Visits.

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- 7 To supervise students during library opening hours in accordance with the School's Behaviour Policy ensuring that the library is a calm and welcoming working environment for staff and students.
- 8 To ensure all books and other resources are kept in good repair and identify any in need of replacement.
- 9 To participate in training and staff development appropriately.
- 10 To be part of the team supporting students with reading initiatives and testing, for example Accelerated Reader and STAR tests.
- 11 Promote and implement the Trust's equalities policies in all aspects of employment and service delivery.
- 12 Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- 13 Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- 14 Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.