**Learning Resource Assistant - Librarian**

**JOB DESCRIPTION**

**Role Purpose:**

The purpose of this role is to promote and manage the use of the academy’s Learning Resource Centre, supporting pupils’ learning and their development into confident, independent readers and supporting

whole school literacy aims. The LRC Assistant will ensure that the library is engaging and creates a love for reading, encouraging challenge and endurance.

**Duties and Responsibilities:**

Reporting to the Academy’s Head of English, this post holder will be accountable for:

* To run and support lessons including library lessons to students in line with the academy’s curriculum
* To provide continuity of education for pupils whose lessons are affected by staff absence
* To provide cover lessons across the curriculum for absent teachers
* Communicate feedback from the covered lesson and ensure all completed work is returned to the teacher.
* To be part of the wider academy team in providing support for duties and behaviour management.
* Demonstrate a passion and enthusiasm for reading, ensuring that Academy’s vision and core values are demonstrated at all times.
* Maintain and promote high standards of behavior.
* Work in a positive way to minimise the incidents of late returns and loss.
* Actively promote and demonstrate creativity and innovation in raising the profile of reading
* Order new resources and ensure that the library promotes challenge for students
* Researching and recommending relevant websites
* Creating displays that link to what is being taught in school
* Working within the departmental financial budget, ensure value for money from all procured services and supplies in line with E-ACT's Financial Management policies
* Investigating grants/funding available for school library initiatives
* Managing the booking system
* Ensuring the library catalogues and classification systems are as user-friendly as possible so that readers can find the books they need
* Ensuring that internet use within the library is safe and suitable for users
* Promoting a stimulating, safe and welcoming environment for students with a consistent focus on reading and developing independent users
* To assist in classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

General Responsibilities:

* Ensure observation of Health & Safety regulations
* Uphold the academy’s ethos, rules and regulations.
* Be aware of Child Protection issues and raise any concerns through the appropriate procedures.
* Work as a member of a team in the day to day organisation of the whole learning environment in the academy to ensure good practices are developed and maintained.
* Participate in academy activities and staff meetings when appropriate.
* Undertake other associated duties as required, including lunch and break duty.
* Invigilate internal and external examinations, as required
* Maintain all equipment used to the required standards.
* Take part in performance management procedures.
* Participate in relevant Staff INSET as and when required.

Culture

* Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT’s policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with E-ACT’s policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

**OUR VALUES**

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| --- | --- |
| **Thinking Big** | * Show energy, enthusiasm and passion for what you do * Demand the highest quality in all that you do, and in the work of your team * Willing to champion new ideas and think beyond the status quo * Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better * Be open to new ideas and change where it will have a positive impact on the organisation * Show a willingness to embrace different ideas and ways of thinking to improve E-ACT * Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work * Commitment to self-development, and developing your wider Team * Ability to self-reflect on yourself, your performance, and to think about how this could be improved further * Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence |
| **Doing the Right Thing** | * Have integrity and honesty in all that you do * Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work * Take responsibility and ownership for your area of work * Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils * Be transparent and open * Be resilient and trustworthy * Stand firm and stay true to our mission |
| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual * Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission * Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level * Recognise and celebrate the success and achievements, no matter how small, of your colleagues * Be generous with sharing your knowledge to help to develop others * Understand and be willing to receive suggestions and input on your area of work from others * Support your colleagues, even when this means staying a little later, or re-prioritising some of your work * Be aware of other peoples’ needs and show an ability to offer genuine support * Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams |

**KNOWLEDGE, EXPERIENCE & SKILLS**

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| **Requirement** | **Assessed at** |
| **E –** Essential | **A –** Application Stage |
| **D –** Desirable | **I –** Interview Stage |
|  | **P –** During the probationary period |

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|  |  | **E** | **D** | **A** | **I** | **P** |
| **Organisational Fit** | Thinking Big | X |  | X | X | X |
| Doing the Right Thing | X |  | X | X | X |
| Showing Team Spirit | X |  | X | X | X |
| **Knowledge** | 5 GCSEs including Maths and English (grade 4-9) or equivalent | X |  | X | X | X |
| Degree or equivalent relevant qualification |  | X | X | X | X |
| Professional library qualification |  | X | X | X |  |
| Library management systems | X |  | X | X | X |
| Knowledge of the National Curriculum relevant to the provision of learning resources |  | X | X | X | X |
| Good knowledge of children’s and/or young adult literature | X |  | X | X | X |
| Knowledge of copyright laws and limitations | X |  | X | X | X |
| **Experience** | Experience of working in a library | X |  | X | X | X |
| Development of a school library collection and learning resources | X |  | X | X | X |
| Experience of budget management | X |  | X | X | X |
| Experience of identifying and applying for grants/funding for school library development |  | X | X | X | X |
| Experience of working with children of the relevant age groups | X |  | X | X | X |
| **Skills** | Ability to demonstrate, role model and inspire a passion for reading | X |  | X | X | X |
| Ability to manage pupil behaviour and create a safe environment | X |  | X | X | X |
| Ability to build and maintain effective working relationships with colleagues and pupils | X |  | X | X | X |
| Ability to maintain confidentiality and sensitivity around information | X |  | X | X | X |
| Effective use of ICT and other specialist equipment/resources | X |  | X | X | X |
| Ability to deal with a wide range of stakeholders using multiple forms of communication | X |  | X | X | X |
| Ability to organise and prioritise own workload and meet deadlines especially during periods of pressure | X |  | X | X | X |