



The Market Weighton School



L3 Teaching Assistant / Librarian SCP-5

Job Description

Job Title: L3 Teaching Assistant/Librarian

Reporting To: Head of English

Overall Purpose of the Job:

- To support reading, 1-1, and with small intervention groups.
- To have overall responsibility for the management of the School Library.
- To work with the relevant post holders, delivering student reading intervention.
- To collaborate with teaching staff in the planning, development, delivery and evaluation of relevant learning and study skills programmes in the library.

Principal Accountabilities:

- To have excellent communication skills and be able to respond to enquiries from students, staff, parents, carers and stakeholders.
- To select acquire, purchase, organise advise and promote learning resources in all formats which support the curriculum staff.
- To index, catalogue and classify learning resources in the library and develop and maintain accurate and reliable lending systems.
- To open the library before school, break time, lunch, and after school.
- To promote the use of the library resource to the school community and foster an atmosphere which is conducive to positive learning experiences for users of the service. This will include ensuring a high standard of display and promotional material is available.
- To encourage the active participation of teachers and students in accessing all the facilities and resources available through the library, including project work with Heads of Departments whenever possible.
- To monitor educational materials used in school in order to identify examples of racial discrimination and other inappropriate material.
- To promote the library as the major source of fiction within the school through assemblies, registration and other appropriate campaigns.
- To develop and maintain links with external agencies and sources to maximise the use of appropriate materials and information for the library resource centre, including ERYC Library service, museums, local colleges and community learning services.
- To be responsible for the supervision and management of the behaviour of students and to have responsibility for health and safety in the library.
- To liaise with the Business Manager for effective budgetary planning and management of library resources.
- When appropriate, train student librarians including the allocation and supervision of clearly defined duties.
- To manage and organise resources, facilities and services provided by the library resource centre to allow flexible access and support for curricular activities, study support, independent and recreational use.
- To monitor and evaluate the effectiveness of the service provided by the library and implement changes where necessary.
- To manage the usage of library ICT equipment.
- To disseminate information on resources and services through the production of curriculum based bibliographies of school library resources, and, where appropriate, organise book events, author visits, book fairs and exhibitions.

Responsibilities

Daily

- To ensure that the library is well kept with all fiction, non-fiction and reference books in order and that all returned books are shelved.
- To supervise the loan and return of materials to staff and students.
- To keep daily records of use, eg issues, queries and student usage during the day.
- To assist staff and students in their use of the library.

Weekly

- To maintain cumulative records of library stock and issue overdue notices.
- To maintain the physical appearance of the library stock, eg spine labels, date labels, and dust jackets.
- To remove outdated notices.

Monthly

- To arrange monthly displays relating to fiction and non-fiction materials.
- To check the condition of books and resources and replace if necessary
- To order new library stock

As Required

- To withdraw stock which is of no further use to the library.
- To note general stock gaps.
- To produce lists of new books by subject area for staff.
- To act as an information source for staff by liaison with the School Libraries Service.
- To assist in user education programmes organised by the teacher/librarian.
- To take responsibility for personal and professional development in keeping up to date with new facilities and technologies relevant to the library.

Intervention Responsibilities

- To listen and guide students to read during lessons where necessary.
- To utilise the data available in order to support students with a lower reading age during reading lessons.
- To promote and support reading groups/clubs during extra-curricular hours.
- To promote diversity in resources to develop cultural capital in students lives.
- To participate in training where appropriate to support the delivery of phonics, in conjunction with the SEND and English departments.

General Support

- To project a professional image of the school at all times.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

The postholder may also be asked to provide support in other areas of the school when necessary and as appropriate to their role.

General Information:

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.