

Library Assistant (Part-Time)

Harris Clapham Sixth Form

Grade 3 (Inner London) + Performance and Loyalty Bonus + Harris
Wellbeing Cash Plan
+ Pension Scheme (LGPS) + Additional Harris Benefits

How To Apply

Please visit www.harriscareers.org.uk to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our **Policy Statement on the Recruitment of Ex-Offenders.**

Job Purpose

Harris Clapham Sixth Form opened in September 2021 as an inclusive academy serving Lambeth and the surrounding boroughs. We are a local academy that is proud to serve our vibrant and diverse South London Community. Our emblem is the eagle, and we invite students to come as they are, and we will help them to soar. At the heart of everything we do lie our values of courage, confidence and commitment (we call this the Clapham Character). As well as a first-class academic experience, we know that students need to develop character to go on to be successful. We help them to develop the courage to step into the unknown and face new challenges, the commitment to their own future which they show through hard work and consistency and the confidence to develop as a leader.

The Assistant Librarian will assist the Lead Librarian and others with the daily tasks of the library. The Assistant Librarian will provide general clerical and practical assistance to the Lead Librarian and support the needs of the library users (students and staff). The Library Assistant will also assist in the implementation of the academy's policy in relation to our Library services and the wider Literacy interventions.

Main Areas of Responsibility

- To supervise the use of library facilities and monitor the behaviour of students before school, during break, at lunch time and at the end of the academy day.
- To help maintain a welcoming and inclusive environment in the library. This includes tidying the space and teaching the students how to respect the space.
- To support students when accessing the library services; this includes book and computer related requests.
- To operate a Library Management System for the distribution and management of academy books.
- To liaise with staff, students and leaders as part of the process of ensuring the library is well-stocked with subject-specific texts, references texts, journals, fiction and non-fiction text appropriate for Level 3 sixth formers
- To oversee and contribute to the operating routines. This includes preparing new stock for the shelves, shelving books, weeding the stock and organising reservations
- To oversee the monitoring and reporting for overdue stock. This includes the generation and distribution of overdue notes and letters.
- To oversee the monitoring and reporting of student borrowing habits.
- To assist the Lead Librarian with the organisation and promotion of educational literacy initiatives e.g., reading competitions, author visits, enrichment activities, World Book Day celebrations.
- To support the Lead Librarian during library regulated independent study.
- To undertake the induction of new users to the library.
- To be a part of and supervise book club
- To support with the design and production of library displays.
- To deliver reading intervention sessions as part of the Academy's guided reading project
- To use the Academy's behaviour management strategies to contribute to creating a purposeful learning environment. This includes issuing sanctions and rewards.
- To support the Lead Librarian with administrative tasks that require the use of Word, Power Point and Excel.
- To assist the Lead Librarian in ensuring the library is a careers hub and assisting with careers relation administration as directed by the Lead Librarian.

- To assist the Lead Librarian with the coordination and distribution of the academy newsletter.
- To carry out such other appropriate duties as may be required from time to time.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential	Desirable
Qualifications, Knowledge & Experience	- Relevant qualifications that help demonstrate evidence at A-Level or undergraduate degree (or equivalent) in English - Excellent numeracy/literacy skills - Proficient computer skills that include the use of Word, Excel and Power Point	Experience working with children of relevant age Experience of working with students with additional needs Experience of delivering literacy and reading/writing interventions Experience working with children of relevant age Experience of working with students with additional needs Experience of delivering literacy and reading/writing interventions
Skills & Abilities	- The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff. - Good level of ICT skills - The ability to create a motivating and safe learning environment for all students. - Good communication skills both writing and speaking. - Ability to carry out the job description. - Excellent time management skills and the ability to prioritise and meet deadlines under pressure. - Ability to motivate students and raise their aspirations through a range of strategies e.g. assessment for learning - Working knowledge of national curriculum and other relevant learning programmes - Understanding of principles of child development and learning processes and in particular, barriers to learning - Ability to relate well to children and adults - Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these - Shows a personal commitment to safeguarding and promoting the welfare and rights of young people. Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances - Can demonstrate an ability to contribute towards a safe environment - Excellent interpersonal skills both in working relationship with young students and in forming effective professional relationships - Ability to form and maintain appropriate relationships and personal boundaries with children and young people - Enthusiasm, drive and a love for reading	

**Academy
Ethos**

- Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels
- Motivation to work with children and young people
- Ability to build & sustain professional standards, relationships & personal boundaries with young people
- Emotional maturity & resilience in dealing with challenging behaviours
- Ability to contribute towards creating a safe & protective environment
- Empathy with the aims and objectives of Harris Federation
- Willingness to continue professional development
- Commitment to maintaining high standards & expectations
- Commitment to contributing to academy life as a whole
- Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)