

Job Description

Job title: Library Assistant and Reading Advocate

Department: Library

Location: Plume Academy

Position reports to: Library Supervisor

Position is responsible for: N/A

Length of contract: Permanent, 37 hours per week or part-time, 38 weeks per annum (Term time only). The working hours are from 8:00 a.m. to 4:00 p.m. with a half-hour unpaid lunch break, Mondays – Thursdays and 8:00 a.m. – 3:30 p.m. on Fridays.

Salary: Band 2, Point 11 – 14. The offered salary is £22,070 FTE (2024 pending salary award), with actual annual pay at £18,455 (pro rata equivalent of Point 11), including holiday pay.

Key Responsibilities and Accountabilities

Main Duties

- To contribute to the day to day running of the academy's libraries.
- Ensure the LAICs are adequately stocked and checked and to assist and process new orders.
- Ensure that books are catalogued and shelved correctly.
- To assist the Library Supervisor with the development of the academy libraries, including usage, clubs and increasing the profile.
- To offer advice and help to students to encourage the enjoyment of reading.
- To hear students read and provide feedback that may lead to the student improving their reading age.
- To deliver or assist with the delivery of reading intervention activities one a one-to-one or small group basis.
- To provide students with information and understand their requirements.
- To provide support, advice and information to teachers, by use of resources, managing effective diary systems, and liaising to establish needs and requirements.
- Contribute to maintaining up to date records.
- Provide break time, lunchtime facilities – monitored in line with the academy guidelines.
- Ensure that any clubs are run effectively and efficiently.
- Liaise with the Library Supervisor to ensure that all information is up to date and in good order.
- Take responsibility for ensuring that the equipment is in good working order and take ownership in resolving issues e.g. Reporting IT faults/laptop provision.
- Provide up to date notice boards and displays.
- Be aware of any behavioural difficulties and any special requirements/needs a student may have.
- Be prepared to take control and care of students during break and lunchtimes and after the academy day when open.
- To recruit, deliver appropriate training and deploy student librarians.



- To assist with the day-to-day implementation of the Accelerated Reader Programme.
- To assist Library Supervisor with any other duties that may be required.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME BY THE PRINCIPAL AND IN ACCORDANCE WITH THE OPERATIONAL NEEDS OF THE ACADEMY.

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PERSON SPECIFICATION – LIBRARY ASSISTANT AND READING ADVOCATE

General heading	Detail	Examples
	Specific qualifications & experience	Experience in a school/academy library Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent Completion of DCSF induction programme Qualified in First Aid
	Knowledge of relevant policies and procedures	Knowledge of library systems and procedures Knowledge of general academy policies and procedures Knowledge of health and safety policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Good working knowledge of equipment and ICT packages relevant to specialist area.
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the academy's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the academy
	Child Development	Basic understanding of the way in which children develop
	Health & well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the academy
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	Ability to work effectively with other adults in the academy Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions

General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

Date of next review: Annually in line with the PMR process.