Job Description

Job title: **Library Assistant (Apprenticeship)**
Reports to: **Lead English Teacher**
Location: **Snowfields Academy (Bearsted and Cranbrook campus)**

Job Purpose

This role is based across two campuses and so travel between campuses is essential.

As part of your apprenticeship course you will be working towards meeting the responsibilities outlined in the job description, plus any additional requirements unique to the Academy. To undertake specific areas of responsibility, as allocated by the Assistant Principal and/or Head of Academy Administration.

Library

- To become part of the team that is developing the Library to become the 'heart of the school'
- Maintain the running of the physical and virtual library
- Work with the English department to coordinate Library lessons for KS3 classes
- To record and analyse the use of the Library
- Creating and maintaining Library displays
- Any duties that are commensurate with the role
- Support targeted students (with low reading ages) to become more confident readers
- Support targeted students (who are new to English) to become more confident readers
- Supervise students during private study sessions throughout the school day
- As a student facing role, work with all stakeholders to support the Academy with whole school events such as World Book Day, Shakespeare Day etc.

Administration

- Stocktaking and organising of resources
- Creation and circulation of the parent updates
- Taking minutes at meetings
- Organising orders for departments
- Supporting with whole school calendared events
- Undertake various administrative duties including photocopying, scanning, shredding and filing
- Present a professional, welcoming service, greeting all visitors, students and LAT staff

Personal Specification

- Grades A*-C (or 9-4) in GCSE Maths and English (both English Language and English Literature)
- Strong communication skills and a desire to work in education
- Excellent organisational/planning skills with outstanding attention to detail
- Enjoys reading and literature
- To be creative, forward thinking and solutions focused
- Demonstrates a high level of initiative
- Computer literacy in usual office applications
- Ability to work on own initiative

- Committed and enthusiastic
- Excellent attendance and timekeeping record
- Comply with Health and Safety Regulations.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.