

Job Description

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| Role: | Assistant School Librarian |
| Salary: | WSCC Grade 3 point 4 |
| Hours: | Term time only (TTO) + INSET days 37 hours per week over 5 days |
| Contract Type: | Permanent |
| Position Level: | |

All duties will be expected to be carried out according to agreed School Policies and Procedures.
Due regard will be given to appropriate Confidentiality concerning school matters at all times.

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| Reporting to: | Head of Library |
| Purpose: | Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school. |
| General: | Assisting with the development of the School Learning Resource Centre (LRC) as a school resource to enhance teaching and learning reflecting the aims and ethos of the school. Support the day to day running of library/resource centre services to provide a comprehensive service for pupils and staff. To support and develop pupils' learning, research skills and independent study and to develop the reading culture within the school. |
| Key Duties: | <ol style="list-style-type: none"> Student Support and Engagement: <ul style="list-style-type: none"> Provide a friendly and approachable point of contact for students and staff using the library. Assist students in locating resources, both physical and digital, and guide them in their research. Promote reading for pleasure and assist students in choosing appropriate books based on their interest and reading levels. Support the School Librarian in delivering inductions and literacy sessions with students. Supervise students in the library, ensuring a productive and respectful learning environment. Assist in the running of library clubs, reading groups and other literacy focused activities. Library Operations and Administration: <ul style="list-style-type: none"> Assist with the daily circulation of library materials (issuing, returning and renewing books and resources) |

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| | <ul style="list-style-type: none"> • Shelf books and other resources accurately and efficiently maintaining an organised and tidy library space. • Process new resources including cataloguing (under guidance), covering, stamping and barcoding. Full training will be provided. • Assist with the repair and maintenance of damaged library materials. • Support the Librarian in stocktaking and weeding of resources. • Maintain library displays and promotional materials to keep the library visually appealing and highlight new acquisitions or themes. <p>3. Curriculum support:</p> <ul style="list-style-type: none"> • Work in collaboration with the School Librarian to ensure library resources align with the school curriculum and departmental needs. • Assist in preparing resource lists and book box requests for different subjects. • Keep up to date with new publications, educational trends, and digital resources relevant to the school curriculum. <p>4. General Duties:</p> <ul style="list-style-type: none"> • Maintain a safe and secure library environment, adhering to school policies and procedures. • Undertake relevant training and professional development to enhance library skills and knowledge. • Carry out any other reasonable duties as directed by the School Librarian, English Department or Senior Leadership Team. |
| Generic Duties: | <p>To deputise in the absence of other staff.</p> <p>Undertake duties involving student contact, as requested.</p> |
| CPD: | <p>To follow a mutually agreed programme of continuing professional development.</p> <p>Training on all systems will be given</p> |
| Additional Information: | <p>For inset training you will be aligned with the administration team.</p> <p>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 in a reflection of the changing needs and circumstances as the school develops and grows.</p> |

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.