



<b>Post Title</b>	<b>Library Assistant &amp; 6<sup>th</sup> Form Study Supervisor</b>
<b>Hours</b>	32.5 hours per week – 10am – 5pm (can be negotiated)
<b>Weeks</b>	39 weeks
<b>Grade</b>	Scale 4
<b>Line Manager</b>	Deputy Headteacher

### Statement of Purpose

To work under the direction and instruction of line manager and individual subject staff to ensure best use of the library and provide support within the library.

### Support the Library and Resources

- Operate an issue and return of books service, together with answering enquiries relating to the library.
- Classify, catalogue and process new books and other resources.
- Encourage and promote students and staff to use the library through supporting a range of library based activities including small group reading intervention.
- Arrange stock in an orderly and secure manner.
- Identify damaged stock, repair existing stock and withdraw from stock as necessary.
- Undertake routine administration eg identify overdue books and issue notices.
- Supervise 6 Form (and other exam group) study in the library, providing support and advice with revision, UCAS applications and independent study
- Work with the 6 Form and Year Teams to support students at risk of underachievement through tracking of attendance
- Under the guidance of line manager, select new stock and undertake displays.
- Under the guidance of line manager assist with collection of data with regard to the library use, number of books borrowed and the use of the library during lessons.
- Care for the library's stock, resources, fixtures and fittings.

### Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be a designated first aider (a 3 day first aid at work course will be organised by Highfields if you do not already have this qualification).
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and agreed with the required members of the governing body and SLT.

## Person Specification

<b>Qualifications</b>		
English and Maths, grade A* - C or 4 - 9	E	Application form
<b>Experience of</b>		
Experience of working in a library preferably in an educational background	D	Application form/Interview
Planning and managing programmes of support and / or activities for students	D	Application form/Interview
Monitoring an allocated budget	E	Application form/Interview
A range of library software systems	D	Application form/Interview
Managing the behaviour of students	D	Interview
Supporting students with lower levels of literacy to improve reading confidence	D	Application form/Interview
Building external links and organising events, e.g author visits, book fairs, Lit quizzes	E	Application form/Interview
Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards	E	Interview
<b>Professional knowledge of</b>		
Library procedures	E	Application form/Interview
Awareness of confidentiality issues between home and school	E	Interview
Commitment to the safeguarding of students	E	Interview
Understanding of relevant policies and codes of practice	E	Application form
Managing library resources and stock	D	Application form
Good, current knowledge of fiction and non-fiction writing suitable for students in the 11-18 age range	E	Interview
<b>Professional skills and attributes</b>		
Develop working procedures and systems to enable efficient use of the Library	E	Application form/Interview
Ability to promote reading and literacy through a range of incentives	E	Application form/Interview
Good and effective communication	E	Reference/Interview
Well-developed interpersonal skills to be able to relate well to a wide range of people	E	Interview
Confidentiality, tact and sensitivity	E	Application form/Interview
Ability to prioritise workload	E	Interview

Excellent organisational skills with the ability to use own initiative and work independently	E	Application form/Interview
Ability to work under pressure and to deadlines	E	Application form/Interview