

## **St Bede's Catholic College**

### **JOB DESCRIPTION**

JOB TITLE: College Library Assistant  
GRADE: St Bede's Catholic College Grade 7 Point 7-11  
HOURS: Monday to Friday 10.00 – 14.00  
20 hours per week over 39 weeks per year (term time only)  
MANAGED BY: College Librarian

<b>It is the responsibility of all staff to support the provision of a great education for all pupils</b>
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### **Purpose of the Job**

To assist in the planning, organisation and running of a Library which supports learning across the 11 – 19 age range.

### **Key Job Outcomes**

1. Work in collaboration with the College Librarian in the Library by helping staff and pupils find resources.
  - Maintaining the Library as a quiet work space throughout the day and in the private study sessions after school
  - Keeping up to date with library matters and both fiction and non-fiction resources.
  - Generating a 'buzz' about the library through displays, competitions and book clubs etc.
  - Assisting the Librarian with setting up events such as visiting speakers and authors.
  - As directed attending Bristol Branch School Library Association meetings and other relevant events to share good practice and generate ideas.
2. Provide assistance for pupils in developing the skills necessary to use the library efficiently as a research and recreational resource.
  - Display and issue of books and other learning materials
  - Access to and searches for, information through the internet
  - Maintaining the efficient storage and use of resources
  - Chasing overdue books
3. Follow the college Health and Safety Policy to achieve a safe working environment for everyone using the Library.

## **General Accountabilities**

- A. Support the Catholic ethos of St Bede's as a Catholic college.
- B. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- C. Work in compliance with the College policies and procedures.
- D. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees
- E. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.
- F. All employees participate in an annual review of performance and agree targets for further development.

The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Staffing policies, including Capability, Disciplinary and Grievance Procedures.

The post holder will be issued with a Catholic Education Service contract of employment.

The job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

**Date:** September 2021