

SENIOR LIBRARY ASSISTANT ROLE DESCRIPTION

Job title & Grade	Senior Library Assistant Grade 6
Reporting & Communication	Headteacher School Business Leader Director of Whole School Literacy (Library Manager)
Hours	Full time/whole time 37 hours per week worked over 5 days, Monday to Friday or Full time/term time only (193 days), 37 hours per week worked over 5 days, Monday to Friday.
Annual Leave	24 days during first 5 years of service, 28 days after 5 years of service or Term time only, incorporating pro rata annual leave entitlement and bank holidays.
Probationary Period	6 months from date of appointment.
Job Purpose	At the direction of the Director of Whole School Literacy (Library Manager), assist with the varied programme of activities, events and extra-curricular opportunities that the library provides, including the delivery of lessons and interventions and offering guidance and support to students throughout the school day.
Additional Duties	None.
General	The list of duties is not exhaustive and may be subject to other duties commensurate with the role.
Confidentiality	All employees are required to maintain confidentiality regarding any information about students and employees.
Checks	This post is required to undertake a DBS check
Role Description	This role description is subject to review and change from time to time
Main Duties	<p>Under the supervision and direction of the Director of Whole School Literacy (Library Manager) the main duties of the Senior Library Assistant will include:</p> <p>Specific Activities:</p> <ul style="list-style-type: none"> • Assisting with the day to day running of the library, supervising and supporting students and maintaining a positive, purposeful, and welcoming working environment. • Contributing to the timetable of teaching and learning in the Library by helping to plan and deliver lessons (including Library Inductions, Reading Lessons, various events, and literacy interventions). • Supporting staff who have booked lessons into the Library and ensuring that transitions between lessons are efficient and smooth. • Promoting reading and giving specific book recommendations to students. • Supervising the Library counter (on rota). • Contributing to the extra-curricular provision offered by the Library (such as supporting or leading reading groups), and developing new areas for extra-curricular opportunities. • Assisting with the planning and delivery of the Literature Festival. • Assisting with the selection, processing, cataloguing and shelving of resources and promoting their use to students and staff. • Assisting with the upkeep of the Library Management System (Reading Cloud), and liaising with helpdesk as and when required.

	<ul style="list-style-type: none"> • Maintaining an appealing and welcoming Library space through creative and innovative displays. • Maintaining an up to date record of Library usage statistics to monitor areas for improvement. • Assisting with the planning and delivery of whole school literacy interventions and initiatives. • And any other duties deemed appropriate to this role. <p>Safe working practice</p> <ul style="list-style-type: none"> • Be aware and follow safe working practices within specialist rooms. • Seek advice and guidance from the Director of Whole School Literacy (Library Manager) and other specialist teachers if unsure. <p>General Activities -</p> <ul style="list-style-type: none"> • Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. • Be aware of and support equality of opportunity for all staff and students. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of colleagues. • Attend and participate in relevant meetings, as required. • Participate in training and performance review, as required. • Assist in other areas of the school when requested.
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Signature of post holder _____ Date _____

Signature of manager _____ Date _____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

