

Job Description

Job Title: Assistant Librarian

Reports to: Senior Librarian

Hours / Weeks: 24 hours per week (Wednesday-Friday) x 40 weeks term time

Salary: Scale 5 Spine point 12

Main Objectives

- To support the Co-Headteachers in implementing the School Improvement Plan
- To be responsible for supporting the planning, organisation, management, promotion and development of the library and information services to support learning, teaching and research activities of the school under the direction of the senior librarian

Main Duties and Responsibilities:

- To support the management of the library on a day-to-day basis including selection, acquisition, organisation and promotion of library resources appropriate to the curriculum of the school
- To manage the Library in the absence of the senior librarian
- To manage the independent study of students working in the library
- To be responsible for the behaviour management in the library and for the use of appropriate techniques and approaches to maintain order and discipline as appropriate
- To maintain a welcoming, supportive atmosphere conducive to positive learning experiences for pupils and staff
- To ensure that a safe working environment is provided for the students and staff using the library
- To promote equality of opportunity in all aspects of library provision according to the agreed policy for the school ensuring that library resources reflect the multicultural background of pupils and provide resources for pupils at all levels of ability including those with Special Educational Needs
- To promote the use of the library resources for pleasure and personal interest and provide individual reading guidance to pupils
- To support the administration of the Accelerated Reader scheme for Key Stage 3 as directed by the senior librarian

- To encourage the effective use of the library across the curriculum and provide guidance to groups and individuals using the library
- To promote and publicise the services provided by the Library to the whole school community
- To disseminate information on library resources to staff and students
- To provide support to parents and carers by conducting correspondence when necessary as outlined in the school guidelines
- To promote the use of resources through the organisation of displays, author visits and other activities
- To promote respect for and return of the school's stock of books and other learning resources according to the agreed policy of the school
- To support the development of the use of ICT as a learning resource, advising and ensuring that pupils and teachers are able to maximise use of equipment by way of the teaching of information handling skills to aid pupils' ability to learn
- To gain knowledge and understanding of the school curriculum to be able to participate in the curriculum planning process
- To advise staff on the use of the library in a formal and informal context including staff induction and to maintain a collection of professional development materials as a staff library
- To maintain a high level of awareness regarding children's literature and developments in education and librarianship
- To participate in whole school events such as staff training/Inset as directed
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms after discussion with post-holder

Signed: Date:

October 2023