

Job Description Template

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| Job Title | Librarian & Literacy Assistant |
| Grade | Scale 7 |
| Reports to | Literacy Coordinator |
| Liaison with | Students, school staff |
| Job Purpose | To be responsible for the management, development and promotion of the Library |
| Duties | <ul style="list-style-type: none"> • The management of the Library, its budget and electronic and hard copy resources. • Liaison with all departments in the school and with the wider learning community to ensure appropriate access to learning resources. • Give help to students and staff on resources available in the library to assist student learning and extend patterns of teaching. • Keep up to date with developments in library information & research sectors. • Provide as required, study support for KS3 and KS4 students. • Signpost academic articles for Heads of Department and students. • Deal with user enquiries, which may involve 1:1 advice sessions. • Provide specialist support for Sixth Form students, to assist their learning and capability of becoming effective independent learners. • Development and delivery of literacy lessons and reading programmes within the school, liaising with the Literacy Coordinator. • Support for literacy and reader development within the school. • Development of KS4 EPQ, liaising with EPQ Coordinator. |
| General | <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. |

LIBRARIAN & LITERACY ASSISTANT

| General heading | Detail | Examples |
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| Qualifications & Experience | Specific qualifications & experience | Professional qualification in Librarianship, information management or information science. A Chartered Member of CILIP Experience of delivering an efficient and effective school library service Experience within a learning resource centre or library within an educational institution or a similar information centre Knowledge of the current education framework Experience of managing staff Experience in managing budgets |
| | Knowledge of relevant policies and procedures | Good understanding of school library policy |
| | Literacy | High level literacy skills A knowledge of literature and media |
| | Numeracy | Excellent Numeracy skills |
| | Technology | Ability to maintain computerised library records and use administrative IT packages Knowledge, understanding and Competence of ICT |
| Communication | Written | Ability to write complex reports |
| | Verbal | Ability to use clear language to communicate information unambiguously |
| | Languages | Use initiative and advise others to overcome communication barriers with children and adults |
| | Negotiating | Ability to give clear and concise instructions |
| Working with children | Behaviour Management | Good understanding and ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of pupils whilst using the library |
| | SEN | Ability to support children through appropriate resources in support of learning and to actively suggest ways of improvement |
| | Curriculum | Good working knowledge of the school curriculum in support of learning resources and materials |
| | Child Development | Good understanding of child |

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| | | development in relation to library resources and use own initiative in putting forward ideas to improve |
| | Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in and with the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with others |
| | Team work | Ability to work effectively with a range of adults |
| | Information | The ability to manage and disseminate information in a range of different media |
| Responsibilities | Organisational skills | Good organisational skills Ability to work flexibly and with a range of education professionals Ability to remain calm under pressure Strategic planning skills to support the writing and implementation of the Library's policy |
| | Line Management | Ability to manage a team Ability to support the work of others |
| | Time Management | Ability to manage own time effectively |
| | Creativity | Ability to follow instructions accurately Ability to deal with unexpected problems |
| General | Equalities | Awareness of and commitment to equality |
| | Health & Safety | Basic understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Be prepared to develop and learn in the role |