



## Job Description Job Title: School Library Assistant

<b>Accountable to:</b>	The Teacher with Library Responsibility	<b>Post type:</b>	Permanent, Part time
<b>Salary/Grade:</b>	Band D SCP 4 - 5	<b>Actual Salary</b>	£11,586.68 - £11,769.94
<b>Hours Of Work</b>	20 hours a week, 40 weeks per year. Term time only plus Teacher Training Days plus 1 week in the summer holidays		
<b>Liaising with:</b>	Students, staff, volunteers		

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to establishing and maintaining a culture of safeguarding all students and promote the welfare of children
- Undertake any necessary professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

### Purpose of the role

- To assist in developing the library as a centre of learning, promoting and delivering a supportive and effective facility for all members of the school community which will foster a love of reading and enhance life-long learning
- To be responsible for the day-to-day operations of the school library
- Contribute to student achievement by supporting inquiry learning and reading engagement programmes or initiatives

### Main Duties and Responsibilities

#### Reading Engagement:

- Promote and foster the enjoyment of reading for pleasure through day-to-day interactions with staff and students
- Assist with, and contribute to, the school wide reading culture through reading programmes, initiatives, displays and events

#### Information Literacy or Inquiry Learning:

- Support inquiry learning by responding appropriately to the information needs of students and teachers with guidance and resources

#### Library Management:

- Promote the library services and resources to all staff and students
- To be responsible for data entry of reading journals and preparing of certificates
- Manage the circulation desk and circulation of resources
- Establish and monitor day-to-day systems and workflows in consultation with other library team members
- To be responsible for maintaining an up-to-date library handbook or procedures manual



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- Attend staff meetings and briefings as required
- Collaborate with teaching and literacy staff to ensure that the library is seen and used as a reading and research resource
- Present as a professional and supportive member of the school community
- Proactively engage in professional development opportunities
- Liaise with external agencies as appropriate
- Any other duties as required by the Teacher with Library Responsibility

## **Place or Space (physical and virtual):**

- Maintain a tidy and user-ready library space that is welcoming and a positive learning facility
- Ensure resources are re-shelved efficiently and accurately
- Assist in managing the Integrated Library System effectively
- Assist in maintaining the school library presence on the school website

## **The Library Collections or Resources:**

- To be responsible for the development of a collection that supports reading programmes and inquiry learning
- Carry out the cataloguing and processing of resources in line with library practice and procedures
- Find and curate relevant online content to support inquiry learning

## **Continuing Professional Development**

- Take responsibility for personal development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development, as identified

## **Additional Duties**

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*