

Bishop's Hatfield Girls' School

Job Description

Job title: Assistant Librarian

Date reviewed: January 2023

Grade: H4

Hours: 18 - 21 hours pw, term time plus INSET days (see working pattern below)

Responsible to: Librarian

Purpose of the job:

The jobholder will work with the Librarian on the management, development and promotion of the library's resources, ensuring that a comprehensive resource and information service is provided to both pupils and staff as well as managing resources and supervising pupils using the library.

Principal responsibilities:

To support the Librarian in the following tasks:

- Issuing and returning of resources, management of overdue items, shelving of resources
- Planning the schedule of library events to fit with the school calendar
- Assisting with the selection and acquisition of resources to support the full age and ability range of the pupils and organisation of such resources
- Raising purchase orders for new resources with available funds and monitoring spend against budget
- Processing new resources including using the library management system to catalogue library resources so that they can be retrieved effectively
- Retiring out of date resources, ensuring these are removed from the catalogue
- Supporting the teaching staff in the provision of resources appropriate to the curriculum and advising on the use of these including book boxes for faculty lessons both inside the library and in classrooms
- Maintaining the display boards (paper and electronic) both inside and outside the library
- Supporting the Year 7 and Year 8 Library Lessons and any of other lessons taking place in the library
- Promoting the library and literacy through initiatives such as reading clubs, author visits, competitions, incentive schemes, and monitoring of new literature
- Engaging pupils, parents and staff through social media, vibrant displays and initiatives
- Promoting information literacy through the support of pupils in their selection of resources for homework, classwork and projects
- Assisting with the supervision of the library's IT resources, in conjunction with RM IT staff if necessary, supporting pupils in the use of the Google Drive packages and the printer
- Supervising pupils using the library, giving guidance where needed and ensuring appropriate behaviour.

- Keeping up to date with secondary school librarianship practice and current new titles published for this age group.

Personal and professional standards

- Support the aims and ethos of the school as defined in the school vision and values.
- Maintain confidentiality at all times.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To participate in performance appraisal, as required by the school's policies and practices
- To attend and contribute to team and staff meetings and training as appropriate
- To provide a courteous, prompt and polite service to all members of the school community including parents, students, all staff and visitors.
- Support whole school activities or events such as open events, fairs and staff meetings.
- Be aware and comply with all relevant policies and procedures within the school particularly those relating to child protection, equality, health and safety, code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Business Leader or Headteacher.

Equalities

Be aware of and support difference and diversity ensuring that all students have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Additional Information:

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

This job description is current at the date shown and may change if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Working Pattern

The role is anticipated to cover the set pattern of Thursday and Friday (8.00am - 4.00pm) and an additional 1 or 2 half days spread over Monday/Tuesday/Wednesday to a maximum of 24 hours/week) A further 3 or 4 days will be required to cover INSET days or school events (such as Open Evening). However, on occasions additional hours may be required (for instance to cover for staff absence or attend training) for which the job holder will be given time off in lieu.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

Person Specification

Knowledge and Experience

Knowledge of library management systems, preferably AccessIT or willingness to learn
Accredited library and information science qualification or willingness/ qualifications to study for one
Understanding of the school curriculum or willingness to learn
Knowledge of and interest in children's literature
Wide general knowledge
Experience of purchasing and/or managing resources
Experience of supervising groups of children / classroom management
Educated to A level (minimum) with GCSE in English and Maths

Skills and abilities

High level of literacy
High level of information literacy
Information retrieval skills
Confidence to supervise up to 30 pupils at a time
Self-motivated and ability to work independently
Good organisational skills
Strong IT skills including Google Suite
Good communication skills and ability to work with both staff and pupils
Artistic ability to create promotional displays