

JOB ROLE: Library Assistant
PAY BAND: Band 4
HOURS: 37 per week/39 weeks per year
REPORTS TO: Head of Student Enrichment

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To oversee and organise the day to day running of the Learning Resource Centre and promote its use through regular communication with curriculum areas.

To ensure the Learning Resource Centre is a vibrant environment which is accessible to all students and staff and supports effective learning.

To liaise with the School Library Service.

Accountabilities:

1. To lead the day to day running of the Learning Resource Centre and promote its use through regular communication with Curriculum areas.
2. To oversee the shelving and the issue and return of resources.
3. To liaise with the School Library Service regarding stock, new issues and damaged books.
4. To monitor and ensure resources are well maintained, repair sleeves/damaged covers where possible.
5. To assist the Head of Student Enrichment in administration tasks.
6. To maintain vibrant Learning Resource Centre display boards, keeping them up to date with reading competitions, quizzes, World Book Day, and any other book related events.
7. To update and maintain the Learning Resource Centre PowerPoint display.
8. To assist with reading tests and liaise with the English Department regarding results.
9. To produce and maintain e-book logins for staff and students.
10. To lead book quizzes and local competitions, accompanying students off site where required.
11. To work on the library enquiry desk as directed by the Head of Student Enrichment and assist library users with information enquiries, photocopying and basic IT queries.

12. To add and maintain library user records in the Library Management system in accordance with data protection, to ensure the data is accurate and up to date.
13. To provide basic inductions to new library users to inform them of the process required to record information/resources.
14. To acquire, receive, record, circulate and develop collections of physical and digital resources.
15. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
16. To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.
17. To participate in the Personal Development curriculum for our students, leading events as required.
18. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
19. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled on a daily basis.
20. To attend staff meetings and whole school events as required e.g. Open Evening, as published annually in the whole school diary.
21. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
22. To be a Form Tutor and play an active role in promoting the House ethos.
23. To take responsibility for your own wellbeing.
24. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

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