



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## Library Resource Assistant

We know from experience that things change throughout the lifetime of a role and so this Job Description isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the role:

Maintaining, enhancing and running the academy's library for the benefit of all students and staff. Working with the English Faculty to support with the delivery of the Accelerated Reader programme and reading intervention for underachieving students. Principle responsibilities include:

- Assisting with all aspects in the effective running of the library
- Supervising and assisting all users of the library
- Maintaining the computerised Library management programme
- Overseeing the day to day running of the library, ensuring it is a welcoming environment and promoting the library within the school community (both internal and external)
- Organising the timetable of and delivering small group reading interventions
- Participating in whole academy administrative functions

To implement the Vision and Values of the Academy by contributing to outstanding learning opportunities to children and young people both inside and outside the classroom environment. Working within the policies and procedures as laid out by the Trust and provide a good role model for children and young people at all times, both in and out of the school environment.

#### Key accountabilities:

##### General Tasks

- Provide student and teacher support during English library lessons
- Supervise and assist users of Library as required during library-based activities and clubs to aid independent learning
- Promote and provide assistance with the use of the library's facilities and resources, including supporting students with internet access
- Collate data from the interactive Reading Dashboard and prepare half termly reports for class teachers
- Assist in the administration of reading quizzes during library lessons
- Promote Accelerated Reader through collating data which leads to creation of milestone certificates/celebratory displays/termly league tables
- Monitor Accelerated Reader stock.

- Be proactive: creatively promoting the Winifred Holtby Academy library and Accelerated Reader
- Guide students to relevant resources and encourage their use of the library
- Catalogue and classify resources, ensuring that stock is in good order
- Shelving of new and returned books and maintaining resources in their correct order for ease of retrieval
- Encourage reading for pleasure and enjoyment, being involved in reader development activities
- Assist with the management of Academy archives
- Support development, implementation and review of administrative procedures applicable to both the library and the general office
- Develop ideas to enhance and promote student use of the library
- Make amendments to the Academy website and social media pages as required
- Raise order requisitions as required
- Assisting with note taking at meetings when required
- Support the educational aims, objectives, vision and values of the academy
- Manage the administration team's stationery stocks and raise requisitions as and when required
- Provide emergency first aid as required
- Provide cover for front line and student reception as required
- Analyse reading data to identify students who are working below expected reading standards
- Use the data to create and timetable small intervention groups
- Deliver small group reading interventions
- Manage the rewards shop, including raising requisitions for stock and passing items to students as requested/order as part of the reward system
- Any other duties commensurate with the level of the post

### **Managing Student Welfare**

- Ensuring student welfare is secure and students feel safe in school.
- Fulfil obligations for safeguarding of young people and child protection requirements.

### **Student Management**

- Contribute as necessary to support plans.
- Follow the Academy policies and undertake responsibilities around the Academy site to facilitate the smooth running of break/lunchtime/before and after school.
- Work with the Learning Support teams to ensure effective learning activities.
- Providing guidance and advice to students on educational and social matters and ensure accurate record keeping is maintained.

### **Other**

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

### **As a member of staff of The Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance.
- Role model high levels of literacy and numeracy including modelling appropriate language.
- Aspire to develop own professional skills and qualifications.
- Use all forms of social media appropriately.
- Take responsibility for the reputational management of all sites across the Trust.
- Contribute to systems of evaluation and performance of the organisation positively.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data.

Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time 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. In addition, you may be expected to take part in any other reasonable duties which may be required.

## About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

### Qualifications and Training

#### Essential

- GCSE A-C /9-5 in English and Maths
- High standard of literacy and accuracy
- IT literate – to be able to assist users
- Willingness to undertake training as required

#### Desirable

- Experience of working in a school or similar Learning Environment with students of relevant age
- Experience of working in a library
- IT Qualification

*Evidenced by application form and certificates.*

### Experience, Knowledge and Skills

#### Essential

- Excellent written and verbal communication skills
- Ability to interpret and follow written and verbal instructions with minimal support
- Ability to encourage students to learn using available resources
- Ability to gain respect of students through manner of confidence and authority
- Able to organise own workload in the context of varied tasks
- Effective time management and organisation skills

#### Desirable

Knowledge of children's and young adult literature

*Evidenced by application form, interview and references.*

### Values and Personal Competencies

#### Essential

- Organised
- Reliable
- Self-motivated
- Able to work calmly under pressure
- Ability to self-manage and be effective team member
- Ability to critically evaluate own performance and make any necessary changes to be more effective
- A methodical and proactive approach and a high degree of accuracy

#### Desirable

- An interest in literature and the written word

*Evidenced by application form, interview and references.*