

Job Description

Job Title:	Librarian Assistant
Date last reviewed:	June 2024
Grade of post:	Grade 4 (NJC 4-5)
Location:	Cheney School
Line Manager:	Librarian
Disclosure Level:	Enhanced DBS

Job Purpose:

Working with the Librarian to develop and maintain an effective library provision, which is regularly reviewed to ensure that the school's needs are met. To liaise, as directed by the librarian, with departmental heads and other staff to ensure a close match between the school's curriculum and the resources available to support class and independent study.

Main Responsibilities:

- Assisting in the effective organisation and management of the school library.
- Assisting in the organisation and management of special events to motivate and encourage reading and research.
- Assisting in maintaining and updating of information held on the school's information system/s including archive files and historical data.
- Deputising for the librarian as required.
- Establishing and maintaining good relationships with all students, parents/carers, visitors, colleagues, professionals and suppliers.
- Understanding and implementing the school's behaviour policy and code of conduct including the issuing of rewards and sanctions.
- Assisting in maintaining the library as an inviting and orderly resource for students and staff.
- Cataloging and classification of resources.
- Assisting in the smooth running of library reading lessons.
- Assisting students and staff to locate relevant resources to support teaching & learning.
- Working with the librarian and teaching staff to deliver information literacy and research skills.
- Promoting and encouraging reading for pleasure.
- Assist in training, developing and supervising a team of student library assistants.
- Support the librarian in maintaining both manual and computerised records and filing systems as required.
- To develop and lead a team of pupil librarians to help with clerical duties.
- To undertake any reasonable tasks, specified by the Librarian.
- Attend, as required, parents' evenings, open days, school events and meetings.
- Assist in escorting students on educational visits and participating in extra-curricular activities as required.

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.

Safeguarding Statement

Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.