



Job Description

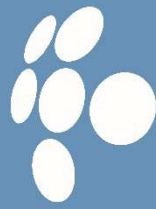
JOB TITLE	Librarian
JOB FAMILY	Education Support
PHASE	Primary
HOURS	full-time/part-time/permanent
REPORTING TO	English Lead
RESPONSIBLE FOR	n/a

Job Purpose

- To support the school's values and aims
- To maintain and promote the school library as central resources area.
- To place the library at the heart of the school's learning community and enhance the quality of teaching and learning in reading.
- Make a significant contribution to the promotion of reading
- To support all children on their reading journey and foster a reading for pleasure culture

Duties and Responsibilities

- In conjunction with other key members of staff, to implement a policy for the library that reflects the educational aims and objectives of the school.
- To monitor the effectiveness of this policy on a regular basis
- To plan and oversee the organisation and management of the library for effective use including the use of the junior librarian software.
- To actively promote the library as a resource that is at the heart of the school
- To deliver library lessons to all classes
- To provide advice and guidance on the resources available to maximise learning opportunities
- To select, organise, promote and maintain book and non-book materials to cover the full range of ages and abilities of the school community within the agreed budget
- To ensure the library provides a suitable and welcoming atmosphere conducive to reading for pleasure
- To guide pupils on the choice of literature to meet their curricular and leisure needs and interests
- To promote Reading for Pleasure throughout the school, including engaging with parents



- Meet with parents and pupils after school to help them to use the library
- To make recommendations about suitable authors and books to children of different ages and abilities
- To organise and promote special events, such as: World Book Day, and author visits
- To run reading club after school as appropriate
- To manage a pupil library helper team, including all training and support, and that of volunteers
- Promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist in their reading.
- To ensure that pupils receive their statutory Duty of Care in a caring environment.
- To supervise pupils and promote learning and safety.

Working with colleagues and other relevant professionals

- To network with other partners, e.g. other local schools, SLS, SLA, keeping abreast of national and local reading and literacy initiatives
- To work with the class teacher and Inclusion Manager to assist in drawing up and undertaking the delivery of SEN Support Agreements, either in withdrawal groups or within the classroom, to ensure delivery of individual targets.
- To advise colleagues as soon as possible and in accord with Academy policy and procedure, specifically line-managers; of any concerns regarding student academic or emotional progress and/or development
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures



- To maintain own CPD

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other Areas of Responsibility at Newbridge Junior School

- Use accelerated reader to target pupils who are not reading across the school.

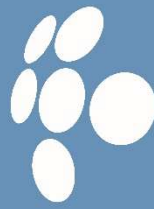
Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Newbridge Junior School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.



ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

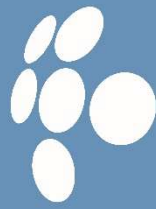
Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection



- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a library assistant.

Name:

Signed:

Date: