

# Whickham School and Sports College



## JOB DESCRIPTION

**POST: Assistant Librarian**

**GRADE: D SCP 5-6 £18,795 - £19,171 pro rata to term time only, 30 hours per week.  
Actual salary £12,976 - £13,236 per annum.**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

### **Core Purpose**

Ensure that the library operates effectively in providing the opportunity for pupils and staff to fully use the facility. Undertake administrative tasks associated with the library and facilitate the use of the library as a place for vulnerable pupils, pupils being reintegrated from long term absence and an after school hub.

**Responsible to:** Mental Health Lead

### **Hours of Work:**

- 30 Hours per week. 10.30am - 4.30pm
- Term time only.

### **Responsibilities**

1. **Ensure the library operates effectively on a daily basis** through organising resources in ways that benefits users; maintaining systems for classification and cataloguing; assisting pupils and staff in learning of library skills; maintaining library records; providing regular information that is used to evaluate the impact and effectiveness of provision within the library; maintaining the physical library environment; ensuring you keep up to

date with new resources, IT and developments in librarianship; being first aid trained; maintaining stock and chasing up late book returns.

2. **Effectively supervising those who use the library** through being proactive in ensuring those who use the library follow agreed protocols; being a presence in the library during working hours, including break and lunch periods; maintaining a booking system; recording the names, dates and times of pupils who are asked to work in the library by teaching or pastoral staff.
3. **Supporting the promotion of the library and services** through assisting in promoting the library and resources in the school; producing displays; facilitating visits e.g. authors; championing the library and its value to all stakeholders; liaising effectively with outside agencies e.g. School Library Service; supporting pupil leadership through providing opportunities for pupils to gain work experience in the library.
4. **Lead an after school club between 3.10pm and 4.30pm** through supervising pupils who wish to use the library at these times; supporting pupils with their work as appropriate; providing access to all library resources.
5. **Lead the Nurture group** through providing library access to pupils who are returning from long term absence during the school day; assisting these pupils with their work; maintaining records of pupil attendance; ensuring good communication of pupil needs and progress with both pastoral and teaching staff.
6. **Acting as** an invigilator, scribe or reader during internal and external examination periods; occasional cover for lessons.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

To carry out any reasonable request made by the Headteacher or line manager.

No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed ..... (Post holder)

Date.....

