



Innovate | Focus | Achieve

JOB DESCRIPTION

LEARNING RESOURCE ASSISTANT / LIBRARIAN

Band 4 SCP 6 (Pro Rata)

Key Tasks of the Post:

1. *You will be responsible for providing an excellent service to staff and students. You will:*

- Work in close liaison with the appropriate staff contributing to the efficient running of the resource centre by adhering to all procedures, guidelines and processes relevant to the post.
- Issue and loan resource materials and replace items on the shelves.
- Deal with staff and students in a helpful and tactful manner according to agreed school protocol.
- Assist with the Faculty Leaders' vision for whole-school literacy.
- Create and cascade pastoral literacy work to further help whole-school reading strategies.
- Answer book and information enquiries from students and staff.
- Participate in any activities involving the resource centre.
- Assist in the preparation and organisation of displays and exhibitions.
- Open and close the resource centre as required.
- Operate the 'Accelerated Reading' scheme in the centre.
- Operate a rewards system which will inspire reading at KS3.
- Manage data systems to ensure progress is being made with Accelerated Reading
- Look into and use other online reading sites and manage the effective delivery of these
- Cultivate a climate of learning in the Library through displays.

2. *You will contribute to the continuing improvement of the service. You will:*

- Take part in training programmes as required.
- Play a role in the ongoing development of the learning resource centre.
- Play a role in the ongoing development in the role of whole-school literacy

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required.

They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

PERSON SPECIFICATION

LEARNING RESOURCE ASSISTANT / LIBRARIAN

We shall be looking for applicants who can fulfil the following criteria:

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • 4 GCSE's Grade C or above or equivalent including English and Mathematics 	<ul style="list-style-type: none"> • Library and Information Assistant's Certificate or equivalent • NVQ Level 3 or equivalent related professional level or equivalent. 	<ul style="list-style-type: none"> • Application form • Certificates
Experience	<ul style="list-style-type: none"> • Experience of working in a library or similar facility • Ability to use electronic files and databases, e.g. MIS, SIMS, Microlibrarian 	<ul style="list-style-type: none"> • Experience of working with children • Experience of community work 	<ul style="list-style-type: none"> • Application form • Interview • References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • An interest in books and reading • Excellent written and verbal communication skills • Able to use IT effectively e.g. Microsoft Office • The ability to relate to people at all levels 	<ul style="list-style-type: none"> • Knowledge and experience of using a wide range of media to aid teaching and learning 	<ul style="list-style-type: none"> • Interview • References • Test
Disposition	<ul style="list-style-type: none"> • Able to work as part of a team • Flexible approach to work • Committed to the principles of equality and diversity • The ability to meet deadlines • The ability to build working partnerships with students / parents • A commitment to abide by and promote all school policies • Self-motivated and well organised 		<ul style="list-style-type: none"> • Interview • References
Safeguarding	The post holder will require an enhanced DBS		DBS Check