

JOB DESCRIPTION	
Job Title	Kickstart Scheme - Assistant Librarian
Salary	National Minimum Wage
Hours of Work	25 hours per week - Fixed term contract 6 months
Responsible to	Librarian
Location	Hewett

This role is designed to support the postholder to develop skills and to be work ready at the end of the six months fixed term contract.

MAIN PURPOSE OF ROLE

Support the development of a dynamic and interesting school library that inspires young people in reading.

- To help monitor, evaluate and support students' progress with reading and literacy.
- To support extra-curricular activities and parental engagement/community activities.
- To help with the transition and mentoring of new pupils to the school, acting as an advocate for their needs.

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Librarian.
- Direct liaison with students, teachers, other support staff, parents, visitors, volunteers and other members of Trust staff as required.

PRINCIPLE ACCOUNTABILITIES OR ACTIVITIES

- To support the organisation of the library.
- To support and advise staff and students in the selection and use of information resources to support their curricular and leisure needs.
- Supervise students using the library for independent study, maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.
- Promoting reading and the enjoyment of reading in all its forms by participating in activities within school and across the wider community.
- Supporting the recruitment of student librarians.

- To support personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of their learning experience.
- Support data capture from students to determine reading ages and other literacy skills.
- Support the coordination of displays and visual resources in the library.
- Promote good pupil behaviour in line with established policy and encourage pupils to take responsibility for their behaviour.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and accompanying teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Support the monitoring and evaluation of the effectiveness of the service provided by the library and its impact on teaching and learning.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by appropriate staff.

OTHER DUTIES

To carry out other duties as may be reasonably assigned by the Librarian.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications		
Good numeracy and literacy skills/GCSE (or equivalent) Maths and English	✓	
Completion of DfES Teacher Assistant Induction Programme or equivalent experience		✓
NVQ 2 or equivalent in teaching assistance or equivalent experience		✓
Training in the literacy/numeracy interventions		✓
Experience		
Experience of working with or caring for children of relevant age		✓
Working in a library preferably in a school or college environment.		✓
Experience of utilising ICT and skills to access and retrieve information	✓	
Experience of working with young people and meeting their particular needs and requirements		✓
Professional Skills and Attributes		
Can use ICT effectively to support learning	✓	
Ability to relate well to children and adults	✓	
Ability to work on own initiative	✓	
Ability to work constructively and flexibly as part of a team	✓	
Knowledge and Understanding		
Knowledge of contemporary children's literature		✓
Skills and confidence to be able to instruct groups of young people		✓