

Heatherside Junior School Job Description Library Assistant

Role Title: Library Assistant

Responsible to: The Headteacher via the Deputy Head

Role Purpose: To assist staff and pupils in accessing and using library facilities to support a love of reading in a well organised environment.

At Heatherside Junior School all staff share a collective responsibility for the education, safeguarding and welfare of pupils. We foster a team approach where colleagues are supportive of each other and of Heatherside Junior School's agreed aims, policies and procedures. We set high professional standards for ourselves, ensuring that we each contribute the effective running and success of the school.

Pupil and Curriculum Support

1. Supervise pupils whilst using the Library.
2. Shelve and tidy Library items accurately and efficiently to ensure that pupils and staff can find items easily.
3. Help and encourage pupils to use the Library to increase the use of the resources. This may include organising and promoting competitions and events.
4. Help the Reading Leader to research and order resources to support the curriculum, e.g. Topic Boxes from the School Library Service.
5. Support the English Lead and other staff in selecting and organising new books.

Administrative

6. Share Reading Reports with teachers half-termly
7. Ensure that the Junior-librarian system is efficiently operated and updates undertaken, with support from Resources Assistant.
8. Liaise with Schools Library Service.
9. Support the English Leader in meeting the aims of the School Improvement Plan.

Wider professional responsibilities

1. Take responsibility for your own Professional Development, including working towards annual Individual Performance Targets.
2. Attend training as required (some outside of normal working hours)