



JOB DESCRIPTION



Job Title: Library Assistant and Reading Champion

Reports to: Learning Resources Manager

Grade: KR6

Working Pattern: 08.40 – 15.40, Monday -Friday

30 hours per week (including 1 hour lunch break). The Library Assistant and Reading Champion will be expected to take a one hour lunch break outside the school's lunch break so the library can be staffed at that time.

39 weeks per year (term time plus INSET days)

Place of Work: Bennett Memorial Diocesan School

Purpose of Role:

Involvement with all aspects of the work of the Learning Resource Centre under the direction of the Learning Resources Manager as specified below

Summary of Key Responsibilities:

- Supervising students using the LRC at all times including Sixth Form private study
- Supporting the LRC Manager with the general administration requirements of library lessons for lower school students
- Arrangement and supervision of lunchtime extra-curricular activities related to the LRC.
- Managing general resource issues and returns, cataloguing and preparing of new resources, book maintenance, sending out overdue book notices, ensuring library shelves are stocked & tidy
- Contributing to the smooth running of annual events taking place in the LRC, such as the Sponsored Read & Book Fair
- Promotion of students' literacy and reading across the whole school, to include small group tutoring of students identified by the SENCO.
- To plan, deliver and record those group tutoring sessions.
- To innovate ways to increase the love of reading among students where the need is identified.
- Undertaking other duties as required, within reasonable limits

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

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.