

## Job Description

---

**Job title:** Library Assistant (Volunteer)  
**Reports to:** Librarian  
**Location:** Langley Park Primary Academy

### Overview of responsibilities

- To provide support and high-quality customer service to the users of the Library.
- To assist in the promotion of reading across the Academy through a variety of mediums (e.g. library, MyON, Accelerated Reader).
- To promote the use and benefits of the Library, encouraging student engagement.
- To assist with the day-to-day running of the Library.
- To read with individuals and small groups whose literacy levels are below expected.

### Key duties of responsibilities

#### *Assist the running of the Library*

- To assist with the returning of books to shelves.
- Ensure that the Library area is maintained in a clean and functional state at all times.
- To encourage reading, creativity and appreciation of cultural diversity.

#### *Working with students*

- Provide guidance and assistance to students on the selection of relevant resources and their effective use both for academic and leisure purposes.
- Be confident and comfortable in working with readers of different ages and abilities on a face-to-face basis.
- Deal effectively with challenging behaviour, enforcing the Library rules to maintain an environment conducive to study in accordance with the academy Code of Conduct.

### Professional Values and Practice

- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the school.
- To safeguard the health and safety of all students both on the school premises and when engaged in authorised school activities elsewhere.

### Experience

- Experience of working in a school environment.
- Experience of working with young people and meeting their particular needs and requirements.

## Qualifications

- Grade A\*-B / 6-9 in English

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.