

## Job Description

---

**Job title:** Library Assistant  
**Reports to:** Head of College (Vice Principal)  
**Location:** Leigh Academy Rainham

### Overview of responsibilities

- To provide support and high-quality customer service to the users of the Library.
- To promote reading across the Academy through a variety of mediums (e.g. library, MyON)
- To promote the use and benefits of the Library, promoting student engagement.
- To provide support to curriculum staff in developing students' independent study skills through activities such as learning sessions and inductions.
- To provide effective learning spaces and resources to support independent learning and welcoming service for all members of the academy.
- To co-ordinate the day-to-day running of and supervision of users in the Library
- To provide high quality literacy intervention to individuals and small groups whose literacy levels are below expected.

### Key duties of responsibilities

#### *Running of the Library*

- To oversee the issue of and recall of books, generating and circulating overdue notices by getting in contact with parents/carers where necessary to recall books.
- Oversee the day-to-day running of the Accelerated Reader Programme, including maintaining the class folders, supporting students with quizzing, and issuing of prizes.
- To conduct stock audits, as well as purchasing books and resources relevant to the curriculums being taught across the academy (subject to financial approval by the member of SLT in charge of the Library).
- Delete old and redundant stock, catalogue new stock, collate wish lists and requirements from departments and students.
- To promote and exploit resources and new media forms through displays, publications, video and other digital formats that tie into the curriculum.
- Ensure that the Library area is maintained in a clean and functional state at all times.
- Ensure IBCP and MYP resources are updated regularly.
- Liaise with other libraries such as The University of Greenwich and organise trips and visits.

#### *Working with members of staff and students*

- Deliver learning resource/library inductions to both students and staff.
- work with the Director Literacy to establish MyON as an interactive reading tool.
- Work with the Director of Literacy to deliver a World Book Day Festival each year and support on other whole school literacy drives.
- Run events throughout the year to celebrate and highlight events of cultural significance.
- Facilitate independent study classes, helping students focus on their studies and providing support with any research and IT related problems and queries.
- Provide guidance and assistance to students and staff on the selection of relevant resources and their effective use both for academic and leisure purposes.
- Arrange the effective deployment of student volunteers and supervise their work.
- Liaise with designated curriculum teams to acquire and create both digital and printed resources and services appropriate to the changing needs of users and the curriculum.

- Ensure the Library catalogues are as user-friendly as possible so that readers can find the resources they need.
- Research and recommend relevant websites, ensuring that any internet access is safe and compliant with the academy policies.
- 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 Learning Resource Centre rules to maintain an environment conducive to study in accordance with the academy Code of Conduct.
- Run workshops for students to aid them in independent research and learning.
- Deliver structured literacy programmes such as 'Phonics', 'Step Up', 'Lexis Power Up' to pupils working below expected levels in reading and writing ( this might be one to one or small group interventions).
- Partner in out-of-hours learning and a promoter of extra-curricular opportunities
- Deliver high quality literacy intervention for pupils with need both within and outside lessons
- Where necessary, occasionally support pupils in lessons where literacy levels are a significant barrier.

### **Additional administration responsibilities include**

To provide Reprographic support as directed by the Office Manager.

### **General**

#### ***Professional Development***

- To take responsibility for personal professional development.
- To take part, as appropriate, in the school's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others.

#### ***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.

### **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.