

**Job Description: School Librarian**

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| **Purpose of the Role** | | | |
| We are looking to appoint a Learning Support Assistant with a passion for reading and children’s literature. We want you to love our library and help our children to develop a passion for reading through the environment that you create and the reading groups that you offer.  **Main Duties**   1. To coordinate the running of the school library. 2. To maintain systems for the loan and return of books/resources. 3. To supervise children in the use of library facilities and equipment including the IT equipment. 4. To advise and assist children in identifying / accessing appropriate books, materials and resources to support their studies or wider reading for pleasure. 5. To supervise the library at lunchtime. 6. To keep the library tidy and shelve materials in the correct order. 7. To catalogue new books/resources. 8. Assist with ensuring the library has a stimulating learning environment and ensuring it is of a good quality. 9. To place orders for new books / resources under the direction of the School’s English Team and Leaders. 10. To support the School’s English Team with events / activities such as World Book Day. 11. Under the supervision / direction of the class teacher work with individuals or small groups on identified learning activities providing feedback as appropriate, including phonics. 12. Provide teaching support in small groups and where necessary be assigned to individual pupils, in and out of the classroom. Support the teacher in behaviour management in accordance with the school’s agreed policies. 13. Liaise with the class teacher to understand the objectives of each intervention/lesson. 14. To carry out any other duties as directed by the Headteacher.   **Person Specification**   |  |  | | --- | --- | |  | **Criteria** | | **Qualifications**  **Qualifications & Experience** | Maths and English GCSE (Grade C) or equivalent  Working with children  Experience working in a library desirable  Ability to promote and encourage a love of reading | | **Skills & Abilities** | * Can inspire and motivate children to read * Team working skills: ability to be an integral flexible member of the staff team * Ability to provide a caring and structured learning environment for pupils * Good communication skills * Good interpersonal skills * Ability to use initiative and retain professionalism at all times * Ability to plan, organise and implement planning * Ability to work with the minimum supervision * Positive attitude to the role/ pride in work * Ability to manage pupil behaviour in groups, classes or individually positively * Promote self-help and personal independence in pupils. * Model good behaviour * Ability to extend children’s thinking skills * Ability to encourage good social skills * Good assessment and record-keeping skills * ICT skills, MS Office, Database management skills, ie Reading Cloud | | **Knowledge** | The person should have knowledge and understanding of:-   * how children develop * how to support children in literacy * supporting children with Special Educational Needs * how children learn and how to motivate them * how to achieve good learning and social progress with an individual or a group * Basic Library routines * Index and filing systems * Awareness of reading materials/resources appropriate to the primary age range | | **Personal Characteristics** | * High expectations * Calmness * Confidentiality * Empathy * Enthusiasm * Flexibility * Initiative * Organisation and record keeping | | | | |
| Clear enhanced DBS clearance | | | |
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* [Non-school Jobs](http://www.kent-teach.com/EducationalVacancies/List.aspx)
* [Part time Jobs](http://www.kent-teach.com/recruitment/vacancy/parttimejobs.aspx)
* [Supply Teachers](http://www.kent-teach.com/Content.aspx?ContentID=17)
* [Application Forms](http://www.kent-teach.com/Content.aspx?ContentID=20)
* [Teacher Payscales](http://www.kent-teach.com/Content.aspx?ContentID=48)
* [Job RSS feeds](http://www.kent-teach.com/recruitment/rss/rssfeeds.aspx)