



# Job Profile

## Library Assistant with Literacy Support

**Date** June 2022

### **Job context:**

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are 150 pupils in Year, with potential to increase to 180 as the school expands. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

### **Job purpose:**

- To assist in the ongoing success and continuing development of the Library.
- To support the Literacy work within the school, with small group and one-to-one literacy intervention sessions.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

### **Accountable to:**

- The School Librarian
- The Literacy Coordinator

### **Key Accountabilities:**

#### **Policy and Leadership**

- To carry out all routine tasks associated with the use of the Library and loan of resources, showing sensible, professional and fair practice
- To ensure high behavioural expectations are met and that the Library remains calm and purposeful, raising reward points and sanctions through the school's behaviour management system
- To adhere to school policies and safe-guarding measures e.g. Child Protection, Health & Safety, and Behaviour Management

### **Teaching and Learning**

- To promote good learning and reading habits e.g. by showing library users how to locate resources and information, and advising on reading and research choices
- To support users' activities by giving appropriate practical help and/or guidance, including with standard equipment and e-learning resources
- To support pupils who require literacy intervention, following programmes and schemes as directed by the literacy co-ordinator

### **Financial and Physical Resources**

- To ensure reasonable and fair use of resources through monitoring the use of book stock and electronic resources, recovering overdue and missing items, and servicing special/additional collections
- To process and handle library acquisitions, to carry out shelving and tidying, the collection and distribution of books, and the arrangement of displays, fixtures and fittings

### **Evaluation and Quality**

- To assist in the collection of data for performance measuring, and participate in surveys and other evaluation processes.
- To undertake further training as needed, to ensure knowledge and skills are updated to meet the needs and development of the Library
- To evaluate the effectiveness of literacy programmes, using data collection methods, to feedback to the literacy co-ordinator

### **Administration**

- To help maintain and organise library documentation, both paper-based and digital, and correctly follow administrative procedures in place in the Library
- To use the library management system, Microsoft Office suite, and other computer-based systems and databases, and update/maintain content on e-readers and tablets.
- To assist with physical stocktaking
- To provide information on progress of individuals on literacy support programmes to relevant members of staff.