SAINT CECILIA'S

CHURCH OF ENGLAND SCHOOL

**JOB PROFILE**

### For a Library Assistant

**DATE** July 2021

**JOB CONTEXT** Saint Cecilia's is a co-educational Church of England comprehensive academy 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 approximately 950 pupils on roll, including the sixth form.

This job profile reflects the vision, aims and policies established by the Governing Body.

**TITLE** Library Assistant (28.5 hours a week) and Literacy Support (7.5 hours a week)

# JOB PURPOSE To assist in the ongoing success and continuing development of the Library.

# To collect and analyse data to develop the digital presence of the library, through our online catalogue (AccessIt).

# 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**

for line management The School Librarian

and performance

management

for literacy intervention The Literacy co-ordinator**Key Accountabilities**

**Policy and Leadership**

1. To carry out all routine tasks associated with the use of the Library and loan of resources, showing sensible, professional and fair practice.
2. To ensure high behavioural expectations are met and that the Library remains calm and purposeful, raising rewards and sanctions through the school’s behaviour management system.

1. To adhere to school policies and safe-guarding measures e.g. Child Protection, Health & Safety, and Behaviour Management.

**Teaching and Learning**

1. To develop the online catalogue under the direction of the Librarian, to improve engagement with the website and resources, and to collect and analyse data to improve efficiency.
2. To promote good learning and reading habits e.g. by showing library users how to locate resources and information, particularly when using digital resources.
3. To support users’ activities by giving appropriate practical help and/or guidance, including with both print and electronic resources.
4. To support pupils who require literacy intervention, following programmes and schemes as directed by the literacy co-ordinator.

**Financial and Physical Resources**

1. 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.
2. 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**

1. To maintain accurate records and retrieve data to support performance monitoring, participating in surveys and evaluation processes, particularly around AccessIt.
2. To undertake further training as needed, to ensure knowledge and skills are updated to meet the needs and development of the Library.
3. To evaluate the effectiveness of literacy programmes, using data collection methods, to feedback to the literacy co-ordinator.

**Administration**

1. To help maintain and organise library documentation, both paper-based and digital, and correctly follow administrative procedures in place in the Library.
2. 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.
3. To assist with physical stocktaking.
4. To provide information on progress of individuals on literacy support programmes to relevant members of staff.