

NEWHAM EDUCATION SERVICE

Title of job: **School Librarian Teaching Assistant**

Section: **Altmore & Lathom Schools Federation**

Qualified: Scale 4

Last revised: June 2020

JOB DESCRIPTION

PERSON REPORTS TO: Members of school Management/Leadership, with work directed by classroom teachers.

PERSON SUPERVISES: None

PURPOSE OF JOB: To support the Reading Coordinator in the day to day running of the School Library

To support and assist staff with library-based lessons, including preparing necessary books and resources in advance to support teaching, learning and research projects; keeping book shelves and records in order and the organising and running of a range of reading interventions

To share in the corporate responsibility for the well-being and discipline of all pupils.

EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES

Planning and Development

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals.
- Creating and implementing a policy for the Library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school's disciplinary code.
- Taking responsibility for and managing the Library budget, including the preparation of budget bids and estimates, alongside the reading coordinator.
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- Recruiting pupil library assistants, supervising and training them and rewarding their achievements.
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.

SUPPORT FOR STAFF AND STUDENTS

- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs.

- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff, and reinforcing these skills where appropriate.
- Promoting reading and the enjoyment of reading in all its forms.
- Promoting and publicising the services provided by the Library to the whole school community.
- Exploiting every opportunity for own professional development, sharing INSET opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
- Developing and maintaining links with other libraries and relevant organisations.

The Librarian should:

- Be included in staff meetings to enable the Librarian to raise and discuss relevant issues, maintaining the high profile of the library across the school.
- Be line-managed by a member of the School Management Team with curricular responsibilities.
- Have the status and authority to employ strategies for the effective management of the library in accordance with all school policies, eg: Health and Safety, Behaviour, Discipline, Inclusion etc.
- Have the authority to manage the library budget in accordance with school procedures and principles of best value, alongside the reading coordinator.

Professional development should:

- Have the same entitlement to INSET and Continuing Professional Development opportunities as teaching staff.
- Be included in the school's staff appraisal programme.
- Be allowed time to network with other School Librarians in the area, attend relevant meetings and actively participate in professional groups outside their school.

School Librarian Teaching Assistant: PERSONNEL SPECIFICATION

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

REQUIREMENT	METHOD OF ASSESSMENT
1. Experience of supporting the educational learning of children.	Application Form
2. Competent English and Mathematical skills: (basic mathematical operations, reading, writing, speaking and listening).	Practical Assessment/Test/ Interview (speaking & listening)
3. Demonstrate an understanding of the place of the school in educating primary pupils and in promoting the spiritual, moral social and cultural development of pupils from a multicultural community.	Application form/Interview
4. Demonstrate an understanding of the role of the teacher.	Application form/Interview
5. Demonstrate an understanding of their own role in relation to teachers, other support staff and agencies and pupils.	Application form/Interview
6. Demonstrate knowledge and basic understanding of the primary curriculum at a level that will assist effective learning of numeracy and literacy skills.	Application form/Interview
7. Use knowledge and understanding in supporting work with pupils and in helping to assess their progress in numeracy and literacy skills.	Application form/Interview
8. Show awareness of how pupils learn and of the various factors that affect the process.	Application form/Interview
9. Demonstrate an understanding of the difficult approaches needed to support the Learning of various groups of pupils, including bilingual English learners and pupils with special educational needs.	Application form/Interview