

Job Description

JOB TITLE:	Library Assistant (Volunteer)
HOURS:	Ideally 2-3 hours a day, Monday to Friday, but flexible
POST STATUS:	Volunteer
RESPONSIBLE TO:	Head of English

Main Purpose

- To provide support and high-quality customer service to the users of the school Library.
- To assist in the promotion of reading across the school through a variety of mediums (e.g. library, Accelerated Reader).
- To promote the use and benefits of the Library, encouraging student engagement.
- The day-to-day running of the Library.
- To read with individuals and small groups whose literacy levels are below expected.

Duties and Responsibilities

- Day-to-day running of the Library.
- To return books to shelves.
- Ensure that the Library area is maintained in a clean and functional state at all times.
- To encourage reading, creativity and appreciation of cultural diversity.

Working with Students

- Provide guidance and assistance to students on the selection of relevant resources and their effective use both for academic and leisure purposes.
- 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 Library rules to maintain an environment conducive to study in accordance with the school expectations.

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.

Experience

- Ideally, experience of working in a school environment, although not essential.
- Ideally, experience of working with young people and meeting their particular needs and requirements, although not essential.

Qualifications

- GCSE Grade A*-B / 6-9 in English

Qualifications

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the School and Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, training and learning activities as required.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.