



## **JOB DESCRIPTION – Librarian and Media Support Assistant**

Ernesford Grange Community Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

**Grade:** 5  
**Full time:** 37 Hours per week - Term time only  
Monday – Thursday 8.15am – 4.15pm, Friday 8.15am – 3.45pm

**Reporting to:** A member of the senior leadership team

Ernesford Grange Community Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. We promote a fully inclusive, caring, learning community, where all individuals are valued, ambitions are grown and strengths are celebrated; where students are equipped with the skills to play an active and successful part in society.

**JOB PURPOSE:** To manage and develop the library as a learning resource for the school community encouraging a love of books and reading in the students. Also to support the media resources in the school including the content of the website and the newsletter

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### **KEY TASKS:**

##### **Resources**

- selecting, developing, cataloguing and classifying library resources
- using library systems and specialist computer applications
- maintaining accurate records and chasing up books that are not returned
- managing budgets and resources
- developing IT facilities

##### **Support for staff and students**

- this is a student-focused role requiring learning resources to be managed whilst keeping the user's needs in mind
- supporting the Accelerated reader scheme by helping students to choose appropriate books
- managing the use of the library by students before, during and after school
- supporting staff who bring classes to the library to read or research
- organising events, competitions, external speakers etc to promote and encourage reading

- answering readers' enquiries
- liaising with departmental staff, external organisations and suppliers
- ensuring that library services meet the needs of particular groups of users
- supporting independent research and learning
- assisting readers to use computer equipment, conduct literature searches etc
- promoting the library's resources to users
- supporting the member of slt with responsibility for the website with maintaining up to date and interesting content
- assisting with the collation and editing of the school newsletter encouraging student involvement as much as possible

### **Other duties**

- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

### **Safeguarding**

All staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Ernesford Grange Community Academy is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Ernesford Grange Community Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: W.Tomes/H.Nicholls (May 2018)***

## **PERSONNEL SPECIFICATION**

| <b>ATTRIBUTES</b>               | <b>REQUIREMENTS</b>   |
|---------------------------------|---|
| <b>KNOWLEDGE</b>                | <ul style="list-style-type: none"><li>▪ Knowledge of library management systems though training can be provided on specific programmes used</li><li>▪ Methods of encouraging reading in reluctant readers</li></ul> |
| <b>SKILLS</b>                   | <ul style="list-style-type: none"><li>▪ Enthusiasm for reading</li><li>▪ Ability to motivate and inspire students</li><li>▪ Communicate effectively with staff and students</li></ul>                               |
| <b>ABILITIES</b>                | <ul style="list-style-type: none"><li>▪ Able to work under pressure</li><li>▪ Able to deal effectively with students</li><li>▪ Able to work independently and respond to difficult situation.</li></ul>             |
| <b>EDUCATIONAL ACHIEVEMENTS</b> | <ul style="list-style-type: none"><li>▪ Excellent English language skills</li><li>▪</li></ul>   |
| <b>EXPERIENCE</b>               | <ul style="list-style-type: none"><li>▪ Experience of working with children</li><li>▪ Experience of working in a library</li></ul>  |
| <b>CONTRA-INDICATORS</b>        | <ul style="list-style-type: none"><li>▪ Unwillingness to work in a multi-cultural setting.</li><li>▪ Unwillingness to utilise or adapt to New Technology</li></ul>  |