

Job Description

Librarian / PA to Deputy Head Teacher



Grade:	Grade 4 SCP 9-12
Working weeks per year:	39 weeks
Annual Leave:	During Academy holidays
Responsible to:	Deputy Head Teacher / Second in Charge of English
General Scope of the post:	To manage an economical, efficient and effective library information service and resource area for staff and students. To support the Academy in raising standards across the core communication skills (CCS). To provide personnel administration to the Deputy Head Teacher.

1. KEY TASKS AND STATEMENT OF DUTIES

- a. Liaise with the English department and the CCS co-ordinator to support whole Academy literacy projects and protocol, promoting and supporting reading for pleasure.
- b. To work with small assigned groups or individual students using work set by the relevant teacher or by giving support to teaching staff to a whole class within a classroom or library setting.
- c. Supervision of the library during morning break, afternoon break and after Academy until 4pm promoting the library 'Code of Behaviour'.
- d. To promote the library to staff and students (e.g. via emails, newsletters, posters, assemblies, FROG and the Academy website) including organising events and competitions, including responsibility for the collection of money from students.
- e. To take responsibility for managing Library resources including budget and stock control and display of resources, liaising with relevant staff as required.
- f. To maintain the library area of the VLE including the inducting and supporting of students in the use of the FROG library page.
- g. To use Access IT library system as required e.g. stock control, data analysis and inducting / supporting students in the use of the system.
- h. To undertake administration work to support departments including the English department in relation to departmental detentions.
- i. To attend meetings, parents evenings, open evenings etc when required.
- j. Train, support, supervise and develop leadership skills by using library prefects in accordance with the SLA (Academy Library Association) programme.

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- k. To transcribe briefing notes and update library availability onto FROG system on a weekly basis.
- l. Personnel administration for the Deputy Head Teacher including:
 - a. Managing diary, arranging appointments and meetings
 - b. Preparing documents and letters as directed
 - c. General administrative tasks.
- m. To undertake such duties as may be determined from time to time within the scope of the post to support the general operation of the Academy.

2. MANAGEMENT/SUPERVISION

None

3. CREATIVITY AND INNOVATION

Work is within established practices and procedures with occasional need for creativity with routine problems.

The post holder will contribute to the promotion of the service and book reading initiatives.

4. CONTACT AND RELATIONSHIPS

Daily contact with staff and pupils. Occasional contact with suppliers when ordering new and replacement materials. Attendance at management meetings as required.

5. DECISIONS

Discretion

Work is within generally defined guidelines some judgement and discretion may be used when dealing with non routine matters.

Consequences

Errors will be easily identified and remedied

6. RESOURCES

General office equipment required to carry out tasks i.e. computer, printer, telephone.

Responsibility for the upkeep and servicing of photocopiers around the Academy.

Generally overseeing the appropriate use of resources in the Library.

7. WORK ENVIRONMENT

Work Demands

The post holder works to a programme of tasks which includes responding to requests for assistance or enquiries from staff or pupils.

Physical Demands

Normal physical effort associated with office work with prolonged periods of sitting when working on a computer

Working Conditions

Work carried out in a well lit/ventilated environment

Work Context

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Contact with staff and pupils on matters which are routine

8. KNOWLEDGE AND SKILLS

GCSE or equivalent in 3-5 subjects

ICT skills required

Previous experience in a similar role would be an advantage

9. GENERAL

Equal Opportunities: The post holder is required to carry out the duties in accordance with the Academy's Equal Opportunities policies.

Health and Safety: The post holder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.

	Name:	Signature:	Date:
Job Description agreed by: (Post holder)			
Job Description agreed by: (Line Manager)			
Job Description agreed By: (Headteacher)			