



Library and Literacy Assistant

Job Description and Person Specification

School Mission Statement.

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world.

Job Title: Library and Literacy Assistant

Responsible to: Literacy Co Ordinator, Curriculum Leader English and Business Manager/ Senior Leadership Team

Salary Range: Scale E SCP 7-11 (Term time only 36 hours a week)

Job Purpose:

The post holder will work in harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, will contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.

To facilitate the educational partnership between home, the school, the wider school community by supporting, liaising and contributing to the schools overarching aim to support and improve pupils reading across the curriculum including reading for pleasure.

Main Duties:

Administration of library and its resources

Undertake all administrative tasks associated with the use of the library resources in both school sites in order to maximise the use of these facilities and improve reading and literacy.

To take the lead role in planning, development, design, organisation and monitoring of library services, systems, procedures and policies.

To take a lead role in the maintenance of the libraries as a welcoming, safe environment, which is conducive to learning and reading for pleasure.

Maintain and update manual and computerised records/management information systems both administrative and financial.

Provide guidance and advice to pupils and staff on reading and literacy resources .

Undertake the display and promotion of resources to encourage the use by pupils and staff, creating displays that help to promote literacy and reading in addition to the specific resources and the libraries.

Assist and support pupils and staff in using the library resources to access information.

To supervise and run reading break and after school clubs to promote reading.

To run competitions, book events and author visits to encourage reading.

Contribute to raising standards in literacy and encourage reading for pleasure.

Organisation and co-ordination of literacy support

Under the direction of the literacy co-ordinator identify, arrange and deliver reading interventions to small groups and/or individuals maintaining records and providing feedback on progress and achievement.

Administer routine tests and invigilate assessments and undertake marking of student reading and literacy work as directed by the literacy co-ordinator.

Provide detailed and regular feedback to teachers and other staff on responses to interventions and engagement by pupils.

Be responsible for the selection and management of resources in conjunction with the literacy Co-Ordinator/Curriculum Leaders.

General

To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Child protection, Health & Safety, confidentiality and Data Protection Policies as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Person Specification:

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<p><u>QUALIFICATIONS/TRAINING</u></p> <p>Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification</p> <p>Level 3 qualification/equivalent or relevant experience.</p> <p><u>EXPERIENCE</u></p> <p>Experience of general library/administrative work.</p> <p>Appropriate knowledge of First Aid.</p> <p>Basic awareness of inclusion, especially within a school setting.</p> <p>Use of Technology Is a competent user of information communication technology (ICT) particularly databases and the internet. Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change.</p> <p><u>SKILLS/KNOWLEDGE/APTITUDES</u></p> <p>Communication & Influence Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>

<p>Professional Values and Practice Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration.</p> <p>Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice.</p> <p>Ability to improve own practice through observations, evaluation and discussion with colleagues.</p> <p>Team Working Demonstrates a non-judgmental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.</p> <p>Organisational Awareness Keeps up to date on changes/new developments in own and others areas of the school activities and their impact on the schools performance.</p> <p>Adaptability Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.</p>	E	AF + I
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AF=Application Form, I=Interview T=Test, P=Presentation