Lister	Job Description: Deputy Librarian	Scale: Hours/Weeks:	Scale 5 36 hours/41 weeks @0.6 weighting: 21.6 hours
SWIMIA S.		Updated:	June 2019
Person reports to:	School Librarian		
Person supervises:	• none		
Purpose of Job:	 To play an active role in the promotion of the library as a stimulating and welcoming environment for the whole school community. To develop a culture of reading within the school and local community. To provide an up-to-date and innovative learning resource for the whole school community. 		

• To support the Librarian, and any other duties as directed.

MAIN DUTIES AND RESPONSIBILITIES

A. Operational Duties

- 1. To deputise for the Librarian and Deputy Librarian in the Library.
- 2. To plan and lead KS3 and KS4 reading lessons, including targeted interventions and monitoring of the impact of the lessons and interventions.
- 3. To provide individualised progress reports for students to be shared within the pastoral structures of the school.
- 4. To raise and maintain the profile of the Library in the school and wider community, meeting with curriculum and pastoral leaders and classroom teachers where necessary.
- 5. To promote the development of reading and literacy skills for information and recreation and to be instrumental in creating a whole-school environment which encourages reading for pleasure.
- 6. To organise and take part in events such as World Book Day, primary school events, author visits, Year 6 induction week, reward trips.
- 7. To develop and enhance the Accelerated Reader programme across Key Stage 3.
- 8. To manage staff and students in the Library and deal with enquiries and issues that may arise in a professional manner.
- 9. To provide an appropriate learning environment for curriculum based and independent learning, to provide support to students with the use of library resources and IT, and to provide support to students with their learning.

- 10. To maintain the Library data systems, ensuring confidentiality at all times.
- 11. To encourage and actively promote the engagement of parents/carers in their children's learning and assist with parental events including parents' evenings.
- 12. To provide an online presence for the Library through the use of media such as Twitter and the school website.
- 13. To assist in the management of the budget for KS3 fiction resources
- 14. To ensure that the library is available to the whole school community throughout and beyond the school day, including early morning, after school, break time and lunch time.
- 15. To assist in the management of the Learning Hub.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

B. Data Protection

• Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties, seeking guidance and clarification from management, as required.

C. Additional duties

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

Person Specification and Selection Criteria

Assistant Librarian

Lister

Updated June 2019

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Equal Opportunities Awareness		
A commitment to equal opportunities, awareness of		
diversity issues and working in a positive and non-	E	Application Form, Interview
discriminatory way	-	
A commitment to working in a multi-cultural		
environment and with students from diverse	-	Application Form Interview
	E	Application Form, Interview
backgrounds and abilities		
A commitment to working in a flexible and		
collaborative manner with all members of the school	E	Application Form, Interview
community		
Child Protection and Safeguarding Awareness		
An understanding of child protection and safeguarding	-	Application Form Interview
matters	E	Application Form, Interview
A commitment to safeguarding and promoting the	_	
welfare of young people	E	Application Form, Interview