



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Library and Resources Officer</b>
<b>GRADE</b>	Grade 4: £19,698 - £23,080 per annum Actual Pro-rata Salary £17,800 - £20,860 p.a. dependent on start point
<b>HOURS – 37 per week, term time plus 2 weeks if desired (2 weeks is negotiable and is not a requirement of the role)</b>	Monday – Thursday 8:00 – 4:00 Friday 8:00 – 3:30 (30-minute unpaid lunch break per day. NOTE – morning & lunch breaks must be taken before or after pupil morning & lunch break) The plus two weeks will be worked throughout the school holidays and will be agreed with the post holder
<b>RESPONSIBLE TO</b>	Strategic Director / Remote Learning & Literacy Leads

**The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**

### Job Purpose:

To provide an efficient and comprehensive Library and Resource service for the Academy, managing resources that incorporates print, multimedia and other types of resources. To develop library stock to reflect the requirements of the school staff and pupils. Additionally, to work alongside others in the small team on the Before and After School Homework Club offer to pupils, working with other staff on provision. To work closely with the Literacy and Remote Learning /Satchel One Co-Ordinators and to assist them with development of literacy, remote learning and homework study programmes.

### Duties and Responsibilities:

- Oversee the provision and organisation of the Library including assistance with the selection and ordering of stock, stock taking, and maintenance of Library records both manual and computerised e.g. management of loans and returns, management of the Library computer network and recording of programmes, maintenance and access to, for example, DVDs. Training will be provided in the day to day use of the library software, this is a simple and straightforward ICT application.
- Assist the Literacy & Remote Learning/Satchel One Co-ordinators in administering the academy's literacy, homework and remote learning policies. To develop a working knowledge of the system applications appropriate to these areas and supporting the teacher co-ordinators in growing and

maintaining these programmes of study and learning. Training will be provided in the use of Satchel One although this is managed by others and this postholder just needs a basic working knowledge of this system.

- Assist, advise and instruct pupils regarding the use (including research and learning strategies) of the Library facilities and related services. Supervision and maintenance of an acceptable level of order and discipline in accordance with the prescribed guidelines and procedures, ensuring that appropriate emergency evacuation and fire procedures are adhered to in accordance with agreed guidance.
- To act as a Fire Marshall for the library and resources area. Fire Marshal training will be provided and is essentially just ensuring that the area is cleared of staff and pupils at fire alarm.
- Assist in the promotion and use of the Library by staff and pupils, including liaison with Heads of Subject/Department to ensure support for schemes of learning, provision of books for topic work etc.
- Organise resources and establish and maintain systems for effective retrieval, including systematic indexing, classification and cataloguing of all learning resources and to ensure their security, develop administrative systems for Library use, undertake inputting, retrieval and analysis of computer information, preparation of statistical information and undertake general administrative duties associated with the library.
- Supervise, with others, pupils attending the Library before school, at break and lunchtimes and after school as appropriate to working hours.
- Supervise and run a School Homework/Study Club (with others)
- To be responsible for the preparation/printing of documentation and information for school events or subject based events e.g. Parents Evening, College Days, Open Evenings, booster sessions etc.
- To ensure school displays are updated and amended regularly.
- Produce letters, worksheets, certificates, booklets, exam papers, signs, notices, etc. by use of IT equipment, including Microsoft Word, Excel, PowerPoint and Publisher.
- Use of a full range of resources equipment, including photocopiers, laminator, and guillotine or their contemporary equivalents. To undertake printing requests from staff and advise staff on the use of equipment where required with due regard to Copyright and Health and Safety Laws.
- Ensure that work is appropriately prioritised and deadlines are met.
- Maintain records of departmental expenditure, ensuring that printing requisitions are completed and calculating amounts chargeable to departments.
- Ensure that resources equipment is maintained and repaired. Liaising with external companies where necessary.
- Develop and maintain filing systems for storage of master copies of documents, printing requisition forms and related records.
- Maintain inventory records.

- Carry out stock control of paper and consumables, ensuring orders are requested in good time. Receive and check deliveries, querying any discrepancies.
- Issue of loan equipment such as cameras, stationery, equipment or supplies, etc. and ensuring their safe return or replenishment.
- Any other duties and responsibilities within the range of the salary grade and the spirit of the job description

### **Responsibilities of All Staff**

- Contribute to whole School events as and when required
- Support and contribute to the School's commitment to enabling children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
- Be committed to the protection, safeguarding and welfare of children and young people.
- Be aware of the School's duty of care in relation to staff, pupils and visitors and to comply with all health and safety policies at all times.
- Be aware and comply with the codes of conduct, regulations and policies of the School and its commitment to equality of opportunity.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to pupils, visitors and telephone callers.
- Flexibility of working hours as required to cover temporary situations

### **Supervision**

The post holder will report to XXXX (to be decided) on a day to day basis, and receive work direction from designated members of the school staff.

### **Notes**

- As a member of the school staff you will be required to undertake duties as an invigilator during school examinations as and when required. To act as a reader/writer for SEN pupils during school examinations (training will be provided).
- The responsibilities outlined in the job description are subject to the general duties and responsibilities in the Contract of Employment for Support Staff.
- The job description is not necessarily a comprehensive or definitive description of the post. It allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out. It will be reviewed regularly and may be subject to amendment at any time after consultation with the post holder.

- The role will be subject to annual performance management and appraisal to enable close alignment between the post's objectives and the school's development priorities and ensure that professional development opportunities are identified.
- New entrants to the academy will normally be appointed at the bottom of the advertised scale.

<b>Person Specification</b>	
	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Of working in a library or resources setting in an educational environment</li> <li>▪ Of working with school age pupils</li> <li>▪ A working knowledge of policies and codes of practice in areas specific to the post; for example, Copyright Law</li> <li>▪ A working knowledge of national curriculum and other relevant reading and learning programmes</li> <li>▪ A working knowledge of literacy and numeracy strategies</li> <li>▪ An understanding of the range of agencies and activities that provide support to school age pupils</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Very good verbal and written communication skills in face to face situations and group work, the production of accurate records, draft action plans and by contributing to reports for senior management team and governors.</li> <li>▪ To engage constructively with, and relate to, a range of young people</li> <li>▪ To work effectively with teachers and senior managers within the school</li> <li>▪ To develop productive and supportive relationships with young people</li> <li>▪ Good IT skills including the ability to utilise word processing, power point outlook, the Internet, the school IT and library system and other packages as appropriate</li> <li>▪ To work independently with minimum supervision but also as part of a team</li> <li>▪ To evaluate own learning needs</li> <li>▪ To prioritise own workload and meet deadlines/targets as necessary</li> <li>▪ Presentation skills and the ability to support the delivery of strategy</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Of working in a school and/or library setting</li> <li>▪ Some pupil supervisory experience</li> <li>▪ A minimum of 1 year working in a school or library environment or equivalent experience in a related area, such as pastoral support, college or other educational setting</li> <li>▪ Evidence of supporting Literacy and/or Numeracy provision</li> <li>▪ Individual support for children and young people</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>▪ A relevant qualification in working with children at NVQ2 Level or above or evidence of equivalent experience in a professional environment</li> <li>▪ A minimum of Maths and English level 5 (or equivalents) to GCSE.</li> <li>▪ Evidence of training and development undertaken with regard to the role</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Valid driving licence, where appropriate. A willingness to assist in occasional minibus driving; and a willingness to undertake the Minibus Driving training course would be an advantage</li> <li>▪ The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>▪ This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. An enhanced Disclosure &amp; Barring Service (DBS) check will be required prior to appointment.</li> <li>▪ The Westwood Academy is a No Smoking Establishment</li> </ul>