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| **St Michael’s Catholic Grammar School** | |  |
| *“Love one another, as I have loved you”*  **Job Description** | |
| **Role** | **Librarian/Reprographics Officer** | | |
| **Hours and weeks** | 21 hours per week, 39 weeks per year, 2.5 days per week  Library Opening Times: Monday to Friday 7.30am to 4.30pm  Flexibility is expected according to the requirements of the school.  One hour for lunch (unpaid) taken in negotiation with line manager. | | |
| **FTE salary range** | Unified Rewards Grade D  Schools Administration job family – level 2/3 | | |
| **Reports to** | Assistant Head (KS4) | | |
| **Supervising duties** | Assistant Librarian/Reprographics Officer | | |

Purpose of Job:

• To be responsible for the management, development and for promoting the library, to ensure that all students and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate independent learning, and encourage reading for pleasure.

* To be responsible for providing learning opportunities and managing the Library before, during and after school
* To be responsible for organising and maintaining the reading resources in order to support the school in promoting and developing the school library in order to provide an efficient service to pupils, parents and staff
* To be responsible for the bulk photocopying of resources for teachers and support staff. To advise on the use of photocopying and other resources available to school staff. Administer the school photocopying system to enable efficient working and support others in its use.
* To ensure the smooth running of the printers around the school, supporting staff in their use and maintenance.
* Oversee and manage the work of the Deputy Librarian/Reprographics Officer

Key accountabilities/duties/responsibilities:

This list is not exhaustive.

Support for the Pupils

• Assist with the reading development of pupils through supporting a range of library based activities

• Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs

• Encourage pupils to interact with others and engage in activities

• Set challenging and demanding expectations and promote self-esteem and independence

• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the Teacher

• Create and maintain a purposeful, orderly and supportive environment, in accordance with current learning and assist with the display of pupils’ work

• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

• Report pupils’ responses to learning activities and record achievement/progress, as directed

• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school’s policy and encourage pupils to take responsibility for their own behaviour

• Assist with the administration and invigilation of routine tests

* Provide photocopying and other reprographic support in a timely and efficient way.
* Support other school support systems, in particular the printing system, through the regular replacement, maintenance, ordering and storing of printer cartridges. In addition, provide members of SLT advice on the use and implementation of these resources.

Support for the Curriculum

• Assist with the implementation of structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses

• Support the use of ICT in learning activities and develop pupils’ competence and independence in its use

* Provide support for cataloguing of new material to the library collection.
* Processing new material so that it is ready for shelving

Support for the School

• Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

• Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop

• Contribute to the overall ethos/work/aims of the school

• Appreciate and support the role of other professionals

• Attend and participate in relevant meetings as required

• Participate in training and other learning activities and performance development, as required

• Assist with the supervision of pupils, as appropriate

• Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

• Assist with special events, such as School Concerts, Plays, Parents’ evenings

* Operate relevant office equipment and ICT packages, such as student databases, staff databases, data inputting, word processing, photocopying, updating websites

Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

The School’s Commitment to Equality

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

Person Specification

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| KNOWLEDGE, TRAINING AND EXPERIENCE |
| • Educated to GCSE Grade A-C in English and Mathematics or equivalent  • Likely to have experience of working or volunteering as a Librarian or a similar role  • Understanding of the national curriculum and relevant school policies  • Basic IT skills, such as Internet browsing and accessing email  • Knowledge of relevant policies and procedures such, as child protection, health and safety, managing behaviour and positive handling |
| SKILLS |
| Planning, organising and controlling skills  • Work alone and as part of a team  • Carry out a range of duties that are specific in nature, for example preparing the Library or resources for an activity, recording basic pupil data, displaying pupils’ work  • Implement planned learning activities and teaching programmes as agreed with the Headteacher/Deputy adjusting activities according to pupils’ responses as appropriate  • Participate in planning and evaluating learning activities, providing feedback to the teacher on pupil progress and behaviour  • May assist with the training of new or less experienced employees  • Provide support on external school trips (which could include residential trips) using knowledge of increased risk and health and safety issues which may also require the carrying out of basic medical procedures and/or the administering of basic first aid/ medications for which training will have been provided and for which parental/carer permission has been granted) |
| Communication and influencing skills |
| • Provide routine information to colleagues, parents / carers within defined guidelines  • Use language and concepts appropriate to the child’s age, stage of development, and culture  • Build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided  • May demonstrate own duties to new staff |
| Initiative and Innovation skills |
| • Under the direction of the teacher, work with individual or small groups of pupils by supervising and encouraging their participation in tasks and activities generally within learning environment  • Work within and comply with a range of school policies and procedures, including safeguarding, child protection, health, safety and security, equal opportunities, behaviour, confidentiality and data protection  • Use initiative and make decisions to:  o Attend to pupils’ personal, social and welfare needs, as appropriate  o Provide the teacher with feedback on pupil progress, achievements and problems and provide feedback to pupils in relation to attainment and progress  o Support the teacher in managing pupil behaviour  o Carry out structured and agreed learning activities and teaching programmes, amending approach according to pupil progress  o Carry out programmes linked to local and national learning initiatives, recording achievement and progress and feeding back to the teacher  o Assist with the supervision of pupils outside of lesson times, such as at lunchtime and playtime  o Assist with organising and supporting school medical visits, educational visits and special events (The above examples are not exhaustive) |
| Supplementary Information |
| Budget management accountability  Keep track of photocopying budgets of individual cost centres  Manage the budget for the library  Order equipment and resources as required.  Physical effort  An on-going requirement for standing and/or working in awkward positions, which may include bending over tables and crouching to a pupil’s height  Moving and handling activities, such as carrying and lifting equipment and resources, putting up displays  May use positive handling in accordance with school policy and after appropriate training  May assist pupils with mobility problems, such as pushing a wheelchair, using a hoist and/or other lifting equipment  May carry out daily programmes of physical exercises or routines with pupils, under direction of non-teaching professionals, such as Occupational Therapist, Physiotherapist, Speech and Language Therapist  Working environment  Occasional outdoor working, such as at outside learning activities and at playtime/lunchtime  May need to attend to a range of personal care, hygiene and medical needs  May experience a range of behaviours from pupils, such as verbal abuse, challenging behaviour, physical outbursts  May occasionally be exposed to challenging parents/carers and occasionally verbal abuse |