

## **JOB DESCRIPTION / PROFILE**

**POST TITLE :** CURRICULUM RESOURCE SUPPORT  
LEVEL 3  
**GRADE :** SCP 9-12

**REPORTING  
RELATIONSHIP** CURRICULUM VICE PRINCIPAL & OFFICE  
MANAGER

**JOB PURPOSE :** Under the guidance of senior staff: Provide specialist support in relation to the Learning Resource Centre (LRC)/Library including preparation, and maintenance of resources and support to staff and pupils.

**POST NAME:** LIBRARIAN

### **MAIN DUTIES/RESPONSIBILITIES**

- Design, prepare and demonstrate use of specialist equipment/resources/materials, as required by staff, assist in development of lesson/work plans
- Undertake structured and agreed learning activities within the LRC
- Create and maintain clean, orderly learning and working environment and equipment
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

#### **This may include:**

##### **1. Support for Pupils**

- Use specialist skills/training/experience to support pupils to encourage and nurture a love for books and reading.
- Supervision of study periods and guided learning activities in the LRC
- Provide feedback to pupils in relation to progress and achievement.

##### **2. Support for the Teacher**

- Create and maintain a purposeful, orderly and productive learning and working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Contribute to planning, development and organisation of systems/procedures/policies in relation to the LRC.

- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Promote and ensure the health and safety and good behaviour of pupils at all times.

### **3. Support for the Curriculum**

- Monitor and manage LRC stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Maintenance of specialist library software and equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required.
- Liaise with Curriculum Leaders to ensure LRC is stocked in accordance with the relevant Schemes of Work.

### **4. Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Implement planned supervision of pupils out of lesson times e.g. homework clubs/extra-curricular lunchtime activities.

5. The post holder must carry out his/her duties with full regard to the Trust's Equality Objectives in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

6. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety

matters in order to protect both yourself and others.

7. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION – CURRICULUM RESOURCE SUPPORT LEVEL 3 / LIBRARIAN**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	NVQ 3 or equivalent or experience in relevant discipline.	AF,C	D1	Teaching or other post graduate relevant qualification.	AF,C
	E2	Very good numeracy/literacy skills	AF, C	D2	Degree in a relevant subject	AF,C
	E3	Librarian qualifications and/or similar relevant training.	AF, C	D3	A Levels in English/English Literature	AF,C
<b>Experience &amp; Knowledge</b>	E4	Effective use of ICT and other specialist equipment/resources.	AF,R,I	D4	Experience of working with young people in a similar environment	I
	E5	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	AF,R,I			
	E6	Ability to self-evaluate learning needs and actively seek learning opportunities.	R,I			
	E7	Ability to relate well to children and adults.	R,I			
	E8	Relevant first aid knowledge.	C, R,I			
<b>Special Requirements</b>	E9	Motivation to work with children and nurture a love for reading and books	AF,I,R,D			

	E10	Ability to form and maintain appropriate relationships and personal boundaries with children	R,D			
	E11	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	I,R,D			
	E12	Suitability to work with children	D			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references