

JOB DESCRIPTIONS

Teaching Assistant & Librarian

Job Title: Teaching Assistant & Librarian
Responsible to: Head Teacher, SLT Link and SEN Coordinator

OVERALL RESPONSIBILITY

- To be responsible under the instruction or guidance of the teacher or SENCO to undertake work, care or support programmes to individual pupils or to work with groups, including more in depth support for those with SEN.
- To be responsible for the day to day management of the Learning Resource Base.

Main Purpose of the Role (Teaching Assistant):

- Supervise and provide particular support for pupils including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of individual education or behaviour plans and personal care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Use specialist skills to undertake activities necessary to meet the physical and emotional needs of pupils.

Main Purpose of the Role (Librarian):

- Maintain and update within budget resources, the learning resource base of the school
- Issue and return resources to pupils and staff whether hard copy or ICT based
- Support pupils and staff in using the resources of the school by answering enquiries, assisting pupils and staff in the use of resources including specific information management learning packages
- Devise and maintain a stock control procedure regarding paper based and ICT learning resources.
- To manage Homework Club each afternoon from 3.40pm.

Specific Duties

- Liaise with all Curriculum Leaders to ensure that resources which are available support the learning which is taking place in the classrooms
- Recognise the importance of independent learning and through the work of the resource centre enable pupils to become independent learners
- Encourage the development of reading for pleasure by ensuring that the fiction section of the resource base is well stocked with books which are relevant to boys of 11 - 16 years
- Manage the development of the learning resource base so that it supports the school's curriculum.

- Organise learning resource events in liaison with curriculum areas.
- Build links with local libraries.
- Maintain a timetable of learning resource base use
- Prepare the centre for Open Evenings/Days and be in attendance
- Manage the after school homework clubs
- Manage Break and Lunch Time sessions
- Participate with teaching staff in planning and supporting reader development, and encourage reading and enjoyment of literature.
- Maintain a safe and stimulating library environment conducive to achieving optimum use both for purposeful study and leisure, including both supervising pupils' use of the library and creating displays etc., in compliance with the school's health and safety policy.
- Participate with the teaching staff in the planning, development and delivery of the school's information literacy and language programmes, including the use of ICT as an effective information retrieval tool.
- Provide guidance and assistance to students on:
 - appropriate strategies for the selection of information resources to undertake assignments both from within the school and the wider community;
 - the effective use of specific sources, e.g. reference material;
 - the choice of literature and materials to meet curricular and leisure needs; including the compilation of book lists and other promotional material where appropriate.
- Provide guidance and assistance to teachers on:
 - using ICT as an effective information retrieval tool
 - maintaining a high level of resource awareness relating to relevant course/subject areas;
 - books and information to support professional development.
- Liaise with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations including the Education Library Service and public library service.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Administration

- Ensure the smooth and efficient running of the library loan system
- Purchasing of new stock and discarding of redundant stock
- Monitor the borrowing of books so that pupils reading habits can be analysed
- Support the work of staff by photocopying as required
- Monitor the use of all resources so that there is a clear picture of how resources are used and who uses them. This would also include the reading habits of each student
- Record all school book stock and ensure its distribution and return each year
- Manage daily Homework Club so that students are supported in their learning
- Select, acquire, organise, promote and maintain books and other learning resources,

including electronic resources, to cover the full age and ability range of the school community, and to ensure an equality of opportunity for all pupils and staff.

General responsibilities

- To comply with school's health and safety policy at all times and to take responsible for own and others Health and safety; ensuring issues are raised or reported as required to H&S representative
- To ensure that line manager or SLT are made aware and kept fully informed of any concerns in relation to safeguarding and /or child protection.
- To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people
- To be aware of the principles of safeguarding as they apply to vulnerable adults.
- To be aware of and support difference and ensure equal opportunities for all
- To undertake any other teaching assistant duties in the school if directed and to comply with any reasonable request from the SENCO or SLT to undertake work of a similar level.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the school in the future. Some tasks may be change over time in response to internal and external changes or to maximise opportunity for professional development through multi skilling and the need to ensure a collaborative approach to all aspects of work.

Created 24 March 2017 – Approved by Head Teacher Mr. A Hussain