**Job Description: Librarian/Teaching Assistant** 

**Reporting to: Assistant Principal**

**Location: Croydon**

**Contract: Permanent**

**Working Pattern: Term Time**

**Salary: Ark Support Scale 2: £20,466**

The Role

As a Librarian, you will ensure that the Library is at the heart of school life and plays a central role in developing a culture of reading within Ark Blake and local community. While the school is in its infancy, the role will also involve support of pupils and their learning.

Key Responsibilities

**Management and resources**

* Be responsible for the management of the Library, including internal fitting and stocking and ensuring the purchase, cataloguing, tagging and organisation of all resources
* Review policies and procedures to ensure that the Library meets service specifications
* Provide regular reports on the needs and performance of the Library, maintain a record in order to monitor its effectiveness and write an annual Library Improvement Plan
* Manage the Library’s staff and student helpers to ensure it is operating efficiently
* Administer the library’s budget, selecting and purchasing all resources
* Manage a central ordering service for all learning resources purchased within the school
* Manage and maintain the library management system, keeping accurate and current records of all learning resources
* Provide multimedia learning resources for staff and students
* Provide reports on the needs and performance of the library and monitor its effectiveness

**Promotion of Reading**

* Manage independent learning groups, giving guidance and advice to students and staff in order to provide an inspirational learning resource
* Work alongside the Vice Principal to implement and evaluate the school’s reading policy and Manage ‘Accelerated Reader’, promoting it to students and supporting staff in its use
* Organise a variety of events and regular enrichment activities to promote reading and the use of the Library across the academic year including a weekly after school enrichment activity
* Liaise with all school departments, ensuring staff and students have access to relevant learning resources including up-to-date ICT resources and facilities
* Assist in the professional development of staff to help them use the library’s resources more effectively, and identify current and future resources and information needs
* Assist and facilitate Library users in the use of ICT software and equipment

**Pupil Support**

* Provide in class support to targeted pupils and work collaboratively with teachers
* Act as a ‘key person’ for targeted pupils and oversee students’ wellbeing, achievement and attainment
* Carry out one-to-one or small group interventions when appropriate
* Support the Assistant Principal with Pastoral administration as requested

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Arks data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact, and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Librarian/Teaching Assistant**

Qualifications

* Maths and English to grade C GCSE (or equiv)
* A-level English literature or equiv (desirable)
* A degree level qualification (desirable)
* Recognised professional qualification for librarianship or information management system

Knowledge, Skills and Experience

* Experience of working with and motivating young people to engage with reading
* Good knowledge of literature and a passion about reading
* Experience of working in a library within an educational institution or similar, and undertaking leadership and management activities therein (desirable)
* Knowledge of how libraries can be used to support curriculum delivery and raise standards for pupils of different ages (desirable)
* Strong IT, systems, administrative and organisational skills
* Excellent written and oral communication skills
* Able to effectively disseminate information in a range of different media
* Strong financial management skills for management of library budget
* Capable of developing and using a range of resources to support the delivery of learning
* Experience leading, coaching, and motivating staff, students and volunteers, ensuring professional development and effectively challenging and managing any underperformance
* Experience of working with children with Special Educational Needs (desirable)

Behaviours

* Genuine passion for and a belief in the potential of every pupil at Ark Blake
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
* Belief that every student should have access to an excellent education regardless of background
* A contagious enthusiasm for reading and all that it can offer
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm, professional and resilient under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  To meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.