

**LIBRARY ASSISTANT**  
Commencing – 3<sup>rd</sup> June 2024

**Term Time Only**  
**Monday to Friday, 9:50am to 2:50pm**

**Salary – £22,737 - £24,702 (FTE)**  
**Actual Salary – £12,999 - £14,122**

**Are you passionate about promoting a love of reading among students? Do you enjoy engaging with students and helping them discover new books?**

Watling Academy is seeking a passionate Library Assistant to foster a culture of reading and support literacy interventions across all year groups. The successful candidate will be responsible for maintaining the school library, ensuring it remains a dynamic space for learning and exploration.

Working alongside our Reading Champion, you'll actively promote reading through various initiatives, such as organising events and creating engaging displays. Collaborating with teaching staff, you'll integrate literacy into the curriculum, supporting classroom activities and projects.

We welcome candidates with a genuine passion for reading and strong organisational and communication skills. While previous library or educational experience is beneficial, it's not required.

**Watling Academy was judged as 'Outstanding' by OFSTED in May 2023** and is a purpose-built 11-18 secondary school in its fourth year of operation, located within the Whitehouse development on the western expansion area of Milton Keynes. The Academy will have 1800 students when at full capacity. Watling Academy is part of the Denbigh Alliance MAT.

The Denbigh Alliance has a track record of delivering academic success in subjects which offer students a real currency to progress into higher education or employment. We consistently outperform the Milton Keynes and national averages in terms of the results our students achieve. This academic success is built on the supportive, well-disciplined and dynamic learning environment we provide, which enables our students to focus on their studies. We believe that for a School to succeed there needs to be a genuine spirit of partnership between students, the School and parents.

We are a Maths Hub, Computing Hub and SCITT and amongst the best in the country in terms of raising standards, both within our Trust and in the schools that we support.

If you would like to join our team then please visit our website, [www.watling.academy](http://www.watling.academy) for more information and to download an application form.

**Application forms only will be accepted - please do not send CVs.**

The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

E-mail: [hr@thedenbighalliance.org.uk](mailto:hr@thedenbighalliance.org.uk)

Headteacher: Mr I Bacon

**Closing date for applications: Friday 3<sup>rd</sup> May 2024**

**Interviews: w/c 6<sup>th</sup> May**



### JOB DESCRIPTION

Role Title	Department	Reports to
Library Assistant	Library and Whole School Literacy	Reading Champion

### **PURPOSE**

The post-holder will support a culture of reading across the academy and will support the implementation of literacy interventions across all year groups. This will include the organisation and maintenance of the library within the academy, instilling a love of reading within our students, complementing the delivery of the curriculum across the school.

The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

### **DIMENSIONS**

Direct Reports	Budget Responsibility
None	None

### **PRINCIPAL ACCOUNTABILITIES**

#### MAIN DUTIES

- Assist with the loan of books and other resources, monitor book returns and overdue reminders, communicate with pupils, staff, and parents.
- Assist with the maintenance and development of the Library Management System.
- Prepare and catalogue new resources in line with the library cataloguing and classification policy.
- Assist with maintaining and updating the school reading software and respond to requests for information from pupils and staff.
- Acquire a thorough knowledge of Library resources, to effectively support pupils and staff with locating suitable reading material.
- Shelve books and maintain a clean and tidy Library environment.
- Assist with creating and maintaining Library displays to promote reading throughout the school.
- Assist with Library clubs, activities, and whole school reading initiatives throughout the year.
- Supervise student Reading Advocates with their assigned tasks during social times.
- Assist and supervise pupils with the use of IT equipment in the library.

- Supervise pupils using the library for independent study and maintain a welcoming, supportive atmosphere conducive to positive learning experiences.

## PERSON SPECIFICATION

Qualifications/Education Training	<ul style="list-style-type: none"> <li>• Grade C and above in GCSE Mathematics and English (or equivalent) (Essential)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Experience of working in an Academic Library - D</li> <li>• Experience of working in School environment - D</li> <li>• Be able to communicate clearly and accurately both on paper and orally and have a good command of English – E</li> <li>• Have knowledge of the variety of schemes and resources available to promoted reading and literacy in secondary aged children – D</li> <li>• Have a knowledge of library management systems to catalogue and index resources and to manage the loaning of resources - D</li> <li>• Have good word processing skills and the ability to use Word and Excel - E</li> </ul>
Technical/Business Skills/Ability	<ul style="list-style-type: none"> <li>• Willingness to learn and understand new software packages and appreciate their application in the academy environment – E</li> <li>• Excellent organisational and administrative skills – E</li> <li>• Ability to establish priorities and to work independently to tight deadlines – E</li> <li>• Very high levels of accuracy and attention to detail – E</li> <li>• Discretion with confidential information - E</li> </ul>
Particular aptitude/Personal skills required	<ul style="list-style-type: none"> <li>• Able to communicate clearly both orally and in writing – E</li> <li>• Possess good interpersonal skills and to be an effective team player – E</li> <li>• Demonstrate enthusiasm, initiative, and commitment - E</li> </ul>

### Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical;

forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

**Personal and Professional Conduct**

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....