JOB DESCRIPTION

Job Title: Library Assistant		**Ref No:**	**JE Ref: G025**
Department: Education Services	**Band: 4**	**Location: Dumfes High School**	
Responsible To:	SMT/Faculty Head/School Support Manager		
Responsible For:	N/A		
Job Purpose:	Ensure the Library/Resource Centre operates smoothly and effectively on a day to day basis.		
Main Responsibilities:	1. Ensure that the Library/Resource Centre operates smoothly and effectively on a day to day basis. 2. Be responsible for the organisation and management of the library ensuring that the stock is classified, catalogued and indexed, maintaining an accurate database of resources and borrowers, generating records of overdue books; producing notices. 3. Manage the Library budget liaising with the school office ensuring that the selection and acquisition of book and non-book resources cover the full age and ability range of the school community, and to ensure a diverse, equality of resource for all pupils and staff. 4. Ensure a high standard of display and promotional material plus cleanliness to enhance the standard of appearance of the library in order to provide an attractive environment conductive to achieving optimum use both for purposeful study and leisure. 5. Promote an atmosphere of inclusion and positivity conductive to study and enjoyment of literature. 6. In consultation with a nominated member of the Senior Management Team be involved in development planning of the Library consistent with school development plans and the Vibrant Libraries, Thriving Schools - A National Strategy for School Libraries in Scotland 2018-2023. 7. In conjunction with the School Management Team and other interested parties draw up and implement a policy for the Library which reflects the educational aims and objectives of the school. 8. Prepare and place bids for additional funding and resources in line with development plan. 9. Supervise auxiliary and voluntary assistants in the library. 10. In consultation with the member of staff responsible for Careers, support student access to Careers Library information. Assist students accessing on-line information on careers and further education. 11. Consult with Pupil Support staff where students present difficulties. 12. Collect statistical and other data in order to build library profile. Produce reports when necessary. 13. In consultation with a nominated member of the Senior Management Team take part in a process of monitoring and evaluation. 14. Take responsibility for personal professional development making full use of local council training plus maintaining a high level of current awareness regarding children's literature and developments in education and		

librarianship. e.g. through the SLA and Scottish Library and Information Council.

SUPPORTING THE CURRICULUM

1. Support and advise school students of all ages on the effective use of the Library, including the use of ICT.
2. Work with teaching staff to devise and deliver library/information skills programme.
3. Work with the Learning Support Department to ensure appropriate resources are made available for pupils with learning difficulties.
4. Liaise with the Pupil Support Team plus the Senior Management Team in supporting pupils social and emotional well being and mental health.
5. Work to ensure that the Library contributes to study skills programmes and encourages independent learning.
6. Liaise with teaching staff in all curriculum areas to ensure appropriate provision and access to resources.
7. Publicise Library resources, services and activities through school bulletins and School Social Media.

Job Activities:	
Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.
Prepared by:	**P Cubbon** **Date:29/04/2024**