

<b>Role</b>	<b>Librarian – Teaching &amp; Learning Committee</b>
<b>Time Commitment</b>	Variable, before school, break, lunchtimes and afterschool
<b>Vacancies</b>	1
<b>Suitable for Years</b>	9,10 & 11
<b>Job description</b>	The role will involve all aspects of working in a library, on a daily rota basis. You will report to the school Librarian and assist in the general running of the Library.
<b>Leadership skills focus</b>	<p><b>Reliable</b> This role requires you to be reliable and be available to undertake duties during the Library's opening hours.</p> <p><b>Effective communication</b> To be able to communicate and help those who visit the Library.</p> <p><b>Approachable</b> To be approachable and supportive to both the Library's visitors and leadership.</p> <p><b>Confidence</b> To be confident, helpful and compassionate when dealing with the needs of students.</p>
<b>Key responsibilities</b>	<p><b>As a Librarian you will be expected to:</b></p> <ul style="list-style-type: none"> <li>• Support the library at numerous times throughout the week including lunch times and after school.</li> <li>• Attend Committee meetings when required.</li> </ul> <p><b>Support students by:</b></p> <ul style="list-style-type: none"> <li>• Ensuring the library rules are followed</li> <li>• Assisting in running of the library such as:</li> <li>• Maintaining and arranging stock</li> <li>• Monitoring overdue books</li> <li>• Supporting library events such as world book day</li> </ul>
<b>Staff member to contact for further information</b>	Mr Martin