

Library Leader (KS3 &4)- Lead Learner

Main responsibilities

- To attend training on how to be an effective Library Leader
- To work at least twice a week during lunchtimes, before 8.45am or after 2.45pm
- To be responsible for a section of the Library

Job description

- ✓ Be responsible for a shelf or section of the Library
- ✓ Shelve resources accurately
- ✓ Deal with student enquiries
- ✓ Help users find information
- ✓ Help prepare displays and assist at special events
- ✓ Help maintain a tidy library environment
- ✓ Assist with book processing

Person specification

- Be enthusiastic about books and reading
- To have a very positive attitude to reading and learning
- To have a good understanding of alphabetical order
- To have a good understanding of numerical and decimal order (0-999)
- To enjoy organising books in the correct way with attention to detail
- Be reliable and self-motivated
- Have competent IT skills

Initiative and extra dedication

- Helping more than 2 times per week
- Creating a library display
- Promoting library activities and events
- Leading library events

Appraisal

Your performance will be evaluated twice a year by meeting with the Library Assistant where you will be required to provide evidence of your performance, using your attendance card and training record.

Bronze
Meet requirements

Silver
Demonstrate initiative

Gold
Demonstrate dedication by going beyond