



**Post Title:** Assistant Librarian

**Responsible to:** Senior Librarian

**Salary:** £18,634 - £20,692 per annum, pro rata

**Status:** Permanent, Part time

**Purpose of the job:** To contribute to the provision of an efficient and effective library service to staff and students of the College.

**REASEHEATH COLLEGE MISSION**

**“To inspire achievement by delivering outstanding education and skills”**

**REASEHEATH COLLEGE VALUES**

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

**P** eople      **R** esponsibility      **I** ntegrity      **D** iversity      **E** xcellence

**Key Tasks and Responsibilities of your job role:**

Key Result Areas	Tasks
<p><b>CUSTOMER Learning &amp; Skills Development</b></p>	<ul style="list-style-type: none"> <li>Keeps aware of new developments and trends in learning resource provision with an emphasis on the FE sector and contributes to their implementation to meet the requirements of students and staff.</li> <li>Contributes to designing and delivering a variety of research skills sessions at all levels, particularly for FE courses and follows up with 1:1 sessions if required so that students are fully able to understand and use resources to complete successful assignments.</li> <li>Contributes to the acquisition and management of stock and maintaining and developing the library catalogue with accurate and professional cataloguing and classification to make resources easily available</li> <li>Creates timetables and contributes to backup cover to ensure a continuous counter and enquiry service to students.</li> </ul>

<p><b>CUSTOMER Quality</b></p>	<ul style="list-style-type: none"> <li>• Works with relevant academic and professional bodies as necessary in order to ensure full and effective compliance with national and local requirements and standards.</li> <li>• Keeps up to date with any legislative changes in relation to Learning Resources provision ensuring that key information is shared.</li> <li>• Contributes to designing and implementing impact and quality measures for the LRC service to ensure continuous quality improvements are made.</li> </ul>
<p><b>CUSTOMER Business Development</b></p>	<ul style="list-style-type: none"> <li>• Liaises with FE curriculum staff regularly in order to ensure the Learning Resources Service is relevant, visible and responsive</li> </ul>
<p><b>PEOPLE &amp; CULTURE</b></p>	<ul style="list-style-type: none"> <li>• Participates fully in professional development, role-modelling continuous learning and knowledge sharing within the team and across the College.</li> <li>• Works collaboratively with other support staff across the College to ensure students have access to high quality service.</li> <li>• Oversees the supervision of learner workers and work experience students in the LRC to ensure they have a relevant and useful placement.</li> <li>• Contributes to maintaining an appropriate learning environment is maintained in the Learning Resource Centre through supervising study areas and use of computers so that students are encouraged to use the facilities</li> </ul>
<p><b>RESOURCES</b></p>	<ul style="list-style-type: none"> <li>• Provides a front-line response to IT and resources access issues, escalating if necessary to Library Manager or external support to ensure constant and seamless access on and off-site for students</li> <li>• Assists in the administration and development of the LRC's digital user interface to ensure currency, relevance and consistency of access to the LRC's resources.</li> </ul>
<p><b>FINANCE</b></p>	<ul style="list-style-type: none"> <li>• Supports the Library Manager in the delivery of cost effective and efficient library services through avoiding waste and maximising opportunities to reuse or recycle.</li> </ul>

## **PLEASE NOTE**

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

**Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment.**

**Person Specification**  
**Post Title: Assistant Librarian**

Key Results Area	Knowledge & Skills	Competencies
<p><b>CUSTOMER Learning &amp; Skills Development</b></p>	<p>Level 2 Maths &amp; English or equivalent</p> <p>An accredited library and information qualification and some relevant post-qualification experience. Chartered membership of CILIP an advantage</p> <p>Knowledge of cataloguing and classification and ideally some experience of one or both.</p> <p>Excellent internet and IT skills including library management systems and MS office</p> <p>Demonstrable evidence of Continuous Professional Development</p> <p>Ability to work well with young people and manage behaviours.</p>	<p><b>Developing Self &amp; Others</b></p> <p><b>Flexibility</b></p> <p><b>Planning and Prioritising</b></p>
<p><b>CUSTOMER Quality</b></p>	<p>Evidence of an excellent understanding of the importance of delivering a high quality customer experience</p> <p>Proven ability to be methodical and organised in keeping accurate records and paperwork up to date.</p>	<p><b>Passion for Improvement</b></p> <p><b>Integrity &amp; Accountability</b></p>
<p><b>CUSTOMER Business Development</b></p>	<p>Ability to create and maintain effective relationships with colleagues, students and the wider profession at all levels</p>	<p><b>Influencing &amp; Impact</b></p>
<p><b>People &amp; Culture</b></p>	<p>Self motivated with ability to motivate others and enthuse learners to succeed</p> <p>High level of inter-personal skills including listening and approachability.</p> <p>Ability to work flexibly and enthusiastically as part of a busy team and on own initiative</p>	<p><b>Leadership</b></p> <p><b>Teamwork</b></p> <p><b>Developing Self &amp; Others</b></p>

<b>Resources</b>	Knowledge of technologies including social media, assistive technology and its impact on resource provision	<b>Planning &amp; Prioritising</b> <b>Integrity &amp; Accountability</b>
<b>Finance</b>	An understanding of efficient planning and the ability to work within advised departmental budgetary limits	<b>Problem Solving</b> <b>Planning &amp; Prioritising</b>