

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Librarian and Intervention Support	Post No: GEN63	Grade: HC5
Organisational information: Responsible to: Headteacher Professionally responsible to: <i>(where appropriate)</i> Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> <i>Internal:</i> <i>External:</i>		
Main Purpose of Job: To support, under the direction of the headteacher and other designated teachers in the education all pupils' literacy development and reading for pleasure across the school, while also managing the day-to-day operation of the school library. The postholder will work under the direction of the headteacher / literacy lead to support the development of literacy standards and reading across the school, promote positive reading cultures, and ensure the library is an effective and welcoming learning resource.		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> <ul style="list-style-type: none"> • To assist with the preparation of materials and delivery of the curriculum. • To support the educational, medical, personal, social and behavioural needs of all pupils • To assist with group activities within and away from the classroom. • To assist with the assessment of children's progress. • To assist with meeting medical, personal, social and behavioural needs. • To select, organise, promote and maintain all materials and to participate in decisions to allocation of budget. In some instances, responsible for a small budget for the purchase of books and resources, as agreed by line manager. 		

- Day-to-day library duties including shelving books correctly; to index, classify and catalogue materials and maintenance of library databases. Supervise the issue and return of books and other resources, issuing overdue reminders, collecting fines and issuing receipts.
- Maintenance of library resources, including annual stock-take, ordering new books and other resources, replacing and repairing of books, keeping close control of stock via appropriate system.
- Maintenance of library equipment – organising servicing and repair as required.
- Operating library information technology, including the computer system, catalogue search facility, CD-Roms and internet access. Obtain resources from the internet and maintain a database of websites.
- Liaise with teaching staff and the Schools' Library Service to identify ways of developing the Library as an effective learning resource.
- Use specialist experience to support pupils who need to access particular materials. Provide support so that they can locate and use materials most appropriate for the task and so further achievement.
- Create an attractive, purposeful and orderly working environment, including the arrangement of furniture, equipment, displays, books and other resources.
- Develop strategies to encourage reading and where appropriate targeting varying groups.
- Provide induction sessions for pupils in the use of the library and in research skills.
- Supervision of students using the library environment assisting them in their research, and maintaining standards of behaviour, in the absence of teaching staff.
- Prepare specialist resources as requested, using appropriate computer software as required.
- Liaise with departments over purchase of new materials.
- Supervise and train pupil librarians where appropriate.
- Attend training sessions as required.
- Attend HLS meetings as required.
- Organise book fairs or similar events and promote book club where appropriate. Arrange for visiting specialists as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Other duties which are commensurate with this job description may be undertaken by the jobholder

DATA QUALITY

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

The postholder will carry out the duties of a Teaching Assistant (Level Three).

- Support the ethos of the school and follow school routines and procedures.
- Undertake a programme of induction and attend in-service training within and outside school as directed by the headteacher.
- Be aware of, and maintain, confidential issues as required.

Under the direction of the teacher and/or line manager to:

- Support the implementation of the schools behaviour policy.

- Assist in the planning and delivery of designated areas of the curriculum.
- Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including IT.
- Support pupils in accessing and understanding lesson objectives.
- Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate.
- Support the teacher in the assessment, recording, and reporting of pupils' progress.
- Assist with group activities within and away from the classroom.
- Promote the self-esteem, progress and independent learning of children.
- Contribute to regular reviews of children's progress where required.
- Facilitate the inclusion of children with special educational needs and their access to the curriculum.
- Support, as directed, links between home and school.
- Liaise, as directed, with other professionals to support children's needs.
- Assist with the movement of pupils around the building and surrounding areas and with activities away from the classroom within and outside lesson time.
- Assist with the personal needs of the pupil e.g. toileting, changing of clothes etc if this is required.
- Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required.
- Assist with the preparation and mounting of display materials.
- Carry out other duties as directed by the headteacher.
- To undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Undergo review of duties and responsibilities according to the school's schedule.
- Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate.
- May be required to undertake safeguarding training at appropriate level to the role.
- Providing supervision during allocated working hours.
- Maintaining appropriate behaviour levels.
- Organise, promote and maintain all book and resources for effective student use, including systematic indexing, classification and cataloguing.
- Maintenance of appropriate computer systems and databases.
- Use of specialist skills and experience to support staff and pupils individually or in small groups.
- Provide a service and point of contact in the Library during opening hours.
- Ensure a high standard of display and promotional material to enhance the appearance of the Library and to support classroom work so that a purposeful and productive working environment can be provided for staff and pupils.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job

Holder.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

April 2026

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Teaching Assistant (all pupils)	Post No: GEN63	Grade: HC5
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	Experience of working as a Level 2 Teaching Assistant in a mainstream school (or equivalent)	AF, I
Skills and Abilities <i>Including personal attributes</i>	<p>Knowledge of the Literacy and/or Numeracy Strategies and the principles of inclusion.</p> <p>Good team worker.</p> <p>The ability and willingness to work flexibly within the school.</p> <p>A calm but authoritative manner with pupils.</p> <p>The ability to facilitate the pupil's independent learning</p> <p>The ability to relate well to pupils, parents and staff.</p> <p>The ability to develop high quality learning resources under the direction of the teacher.</p> <p>The ability to follow and apply the teacher's instructions and clearly explain these to pupils.</p>	AF, I
Qualifications and Training <i>including professional qualifications</i>	<p>Certificate in Learning Support (or an equivalent qualification see below).</p> <p>GCSE 4-9 (A*-C) or</p> <p>British regulated qualification framework level 2 and above or</p> <p>International English language testing system (IELTS) score of 5.0</p> <p>Willingness to undertake further training, as appropriate.</p>	AF, I Fluency Duty - The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<p>Commitment to working with young people.</p> <p>Willingness to work in support of the inclusive ethos of the school.</p> <p>Willingness and ability to attend Education Days (as appropriate) for which you will receive pay.</p> <p>Police clearance.</p>	I DBS Police Check
Line Manager Signature: Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

September 2025