



## **Netherhall School – Job Description**

**Title:** Volunteer Librarian

**Accountable to:** Reading Lead Teacher

**Accountable for:** Assisting with the maintenance and organisation of our school library.

**Purpose:** To provide a warm and friendly persona in our school library, who will help to support and encourage our students to develop a genuine love of reading.

## **Role and Responsibilities**

Our Volunteer Librarian will assist with the following:

- Recording books that are borrowed and returned to the library on our Access IT software system, and update the system to include new stocks of books and the removal of books from the library shelves as necessary. This will also include tracking any missing/outstanding books and reporting these to our Reading Lead.
- Supporting students and teachers during scheduled library visits, to assist with the checking in/checking out of books and to help our students decide which books to choose.
- Maintaining the tidiness and organisation of the library.
- Assisting teachers with encouraging a love of reading across the school, which may include the production of book reviews and guides to promote books to students, and displays in the library/wider school to promote Reading for Pleasure.
- You will support our Reading Lead in the development of our library services for the benefit of our students, such as tracking student requests for books and suggesting ways to encourage students to use the library.