

JOB DESCRIPTION – After School Library Support Assistant

Purpose of the post:

We are seeking a reliable, approachable and committed individual to support our after-school library provision. This role plays an important part in maintaining a calm, purposeful environment where students can complete homework, revise and develop independent study skills.

The position is particularly impactful in supporting Pupil Premium and vulnerable students, helping to improve both academic outcomes and wellbeing through consistent adult guidance and encouragement.

All staff must be committed to the protection and safeguarding of children and young people, to making a positive contribution to the achievement of the school's aims and supporting its CHARACTER values.

Key Responsibilities

- Provide a calm, reassuring presence for students during after-school study sessions
- Support students with homework and independent study where appropriate
- Maintain a quiet, focused and purposeful working environment
- Build positive and trusting relationships with students through consistency and reliability
- Monitor student engagement and encourage on-task behaviour
- Assist with end-of-session tidy-up and basic administrative tasks

Person Specification

Essential:

- Patient, supportive and approachable manner
- Strong interpersonal skills and ability to build rapport with young people
- Reliability and commitment to consistent attendance
- Ability to promote and maintain clear expectations for behaviour and study

Desirable:

- Experience working with young people or in an educational setting
- Interest in supporting student learning and academic progress

Other Responsibilities

- Develop and maintain positive relationships with colleagues, key staff and stakeholders.
- Respect and promote the school's ethos and CHARACTER values.
- Participate in the staff review and development appraisal process.
- Any other appropriate tasks as delegated by line manager.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.