



**HAMPSTEAD SCHOOL**  
Learning together Achieving together



## **INDEPENDENT LEARNING CENTRE ASSISTANT**

- Job Profile & Person Specification – Independent Learning Centre Assistant
- Application Form – please download from the School's website  
[www.hampsteadschool.org.uk/page/?title=Job+Vacancies&pid=18](http://www.hampsteadschool.org.uk/page/?title=Job+Vacancies&pid=18)



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### **Independent Learning Centre Assistant**

**Term time plus 2 weeks (41 weeks per year), 35hpw, 8am to 4pm with some flexi-time**

**Scale 4 £20153**

**Start Date: as soon as possible**

We require a highly motivated, efficient and enthusiastic person to fill this post within our successful mixed secondary school.

#### **We need you to:**

- Be passionate about assisting with the running and development of our Independent Learning Centre (which includes our library)
- Be a flexible team player with excellent organisational and communication skills
- Have a genuine commitment to help contribute to improving the outcomes for young people
- Be willing to develop this role within the context of the changing needs in education.

*“Staff really like working at the school. They feel valued and very well supported. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils”. (Ofsted Sept.2016)*

*“Fizzes with activity” (Good Schools Guide)*

*“An exceptional climate for learning” (Challenge Partners)*

Details and application form can be downloaded from our website.

**Closing Date:** Monday 7<sup>th</sup> January 2019

**Interview Date:** Tuesday 15<sup>th</sup> January 2019

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

**11 – 19 Mixed Comprehensive N.O.R: 1324 (285 in Sixth Form)**  
Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski  
Tel: 020 7794 8133  
Email: [vacancies@hampsteadschool.org.uk](mailto:vacancies@hampsteadschool.org.uk)  
Website: [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk)





## JOB PROFILE

Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<b>POST TITLE:</b>	<b>Independent Learning Centre Assistant</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To assist with the provision of key operational deliveries within the Independent Learning Centre. (ILC)</li> </ul>
<b>Working Time:</b>	<ul style="list-style-type: none"> <li>08:00 to 16:00 – 35 hpw, 41 weeks per year (Term Time Only + 2 weeks)</li> </ul>
<b>Disclosure Level</b>	<ul style="list-style-type: none"> <li>Enhanced</li> </ul>
<b>Direct Reporting :</b>	<ul style="list-style-type: none"> <li>Head of Progression &amp; Independent Learning</li> </ul>
<b>Core Duties:</b>	<ul style="list-style-type: none"> <li>To work with other staff in supervising and supporting students using the ILC.</li> <li>To ensure that books and other resources are shelved correctly and to track overdue/missing resources.</li> <li>To process new stock – labelling, covering, adding to catalogue.</li> <li>To assist in the creation of opportunities for the development of literacy, research, and employability skills as well as independent learning.</li> <li>To utilise the library management software to ensure that the library stock is catalogued effectively and to produce termly reports regarding student usage.</li> <li>To monitor and produce reports on the provision of Accelerated Reader classes.</li> <li>To produce displays relevant to the national curriculum and current events/issues.</li> <li>To promote the use of the ILC by students and staff.</li> <li>To assist with the smooth running of the Media Resources Office when required.</li> <li>To assist with the administration of the Work Experience program when required.</li> <li>To assist with school events held in the ILC.</li> <li>To compile and maintain the list of all Enrichment Activities provided in school.</li> </ul>
<b>Operational &amp; Strategic Planning</b>	<ul style="list-style-type: none"> <li>To contribute effectively to the development of the ILC</li> <li>To contribute towards promoting student literacy and articulacy within the school.</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>To ensure the provision of an optimal learning environment in the ILC</li> <li>To ensure that the ILC is kept in order at all times.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>To support the Senior Leadership Team (SLT) with the delivery of administrative needs</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To observe high professional standards</li> <li>To ensure students adhere to the rules of the school and those specific to the ILC.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To ensure effective communication with teaching/associate staff.</li> </ul>
<b>Communications &amp; Service Orientation:</b>	<ul style="list-style-type: none"> <li>To ensure effective communication with school community</li> <li>To communicate and co-operate with persons or bodies outside the school and to actively promote the school's vision and ethos when doing so</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To liaise with Tutors/Heads of Year to promote reading clubs, author visits and book fairs to students.</li> <li>To liaise with all staff to compile Enrichment Activities listing.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To help manage the resources of the ILC</li> </ul>

<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To be generally responsible for safeguarding and promoting the welfare of students</li> <li>• To ensure courtesy to colleagues and in modelling the school ethos to visitors and callers.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not have been identified</li> <li>• To undertake any other duty as reasonably requested in the pursuit of service delivery</li> </ul> <p>Employees will be expected to comply with the Code of Conduct for School Staff and to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.</p>
<p>The school will endeavor to make any necessary reasonable adjustment to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	

**Other Specific Duties:**

- To continue personal development as agreed with your line manager
- To be generally responsible for safeguarding and promoting the welfare of students
- To take the lead in courtesy to colleagues and in modelling the school ethos to students, visitors and callers.

**Functional Links**

You will liaise with staff at all levels as well as parents and relevant external organisations.

**Health & Safety**

You are required to make positive efforts to maintain your own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. You are also required to be aware of and comply with policies on health and safety.

*This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.*

*December 2018*



**Independent Learning Centre Assistant Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good level of general education</li> <li>• Enhanced CRB check associated with ability to promote safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Monitoring of systems and protocols</li> <li>• Microsoft Office Programs especially Excel &amp; Word</li> <li>• Team working</li> <li>• Working with children and adolescents</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of OLIVER software</li> <li>• Knowledge of the Accelerated Reader Programme</li> </ul>
<b>Ability/ Skills</b>	<ul style="list-style-type: none"> <li>• Experience of making effective use of ICT</li> <li>• Strong interpersonal skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Experience of working in a library environment</li> <li>• Diplomacy and tact to be able to deal with the above</li> <li>• Excellent organisational and time management skills</li> <li>• Attention to detail</li> <li>• Ability to build effective working relationships at all levels</li> <li>• Experience of working effectively with other professionals, students, and parents</li> <li>• Ability to prepare and maintain accurate and complete manual and computerised records</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to acquire new skills as appropriate</li> <li>• Ability to work independently and to prioritise work</li> <li>• Knowledge of SIMS or education based Management Information System</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities and the community ethos of the school.</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• A sense of perspective and manifest enthusiasm</li> <li>• Ability to work hard and prioritise within competing deadlines</li> <li>• A commitment to teamwork and collaboration.</li> <li>• Exemplary record of attendance and punctuality</li> <li>• Pro-action and initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Resourcefulness, flexibility and adaptability</li> <li>• Ability to work effectively with young people</li> </ul>