



COLLYER'S JOB DESCRIPTION

subject to the current agreed terms and conditions
of employment as set out in the college staff manual



INVESTOR IN PEOPLE

Job Title: Library and Curriculum Support Officer

Job Purpose:

1. To assist in providing effective and responsive library services to students and staff.
2. To provide curriculum support to specified subjects and act as liaison between the departments and the Library.

Accountability to: Director of Learning Resources

Responsible for: No staff

Key Responsibilities and Key Tasks:

1. Supporting effective learning

- a. Act as liaison between subject areas and the Library to communicate and promote the use of resources
- b. Assist teaching staff in the selection, administration and organisation of curriculum resources
- c. Maintain an up-to-date knowledge of copyright to promote to subjects and guide them in adhering to the policy and legislation
- d. Research topics and provide materials for student and staff use
- e. Provide guidance and support to meet specific student information needs
- f. Update and develop subject websites as required
- g. Deliver a variety of sessions for students including Library, Information Skills, Progression, IT and EPQ.
- h. Prepare and deliver information sessions for students for CSO subjects including induction, research and referencing.
- i. Keep up to date with new resources, both print and online, to maintain a current awareness service for staff
- j. Help students and staff with IT queries and to resolve problems
- k. Provide assistance to support CSO subject and college-wide events

2. Provide administrative support for the Library

- a. Assist in the administration of the Library to ensure efficient operation of day to day tasks
- b. Manage student behaviour in the Library
- c. Effectively manage the Library collection of resources for CSO subjects, accurately and consistently catalogue the resources and promote to students
- d. Take sole responsibility for managing the Library during an evening and some holidays

3. Provide effective customer services

- a. Provide an efficient, friendly service to students and staff users from the library desks
- b. Supervise student users and maintain a safe and quiet study environment
- c. Answer queries from staff and students
- d. Promote Library services and other college events, issues and information to all users

4. Continuing Professional Development

- a. Develop and update knowledge of relevant available resources to support student learning and inform CSO role
- b. Develop and update: IT skills, ability to use new electronic resources, knowledge of UCAS and higher education and research skills
- c. Other additional tasks which occur from time to time that facilitate student learning and efficient library management

5. Any other duties

- a. Undertake any other reasonable tasks, as required

Reviewed by Line Manager (full name): Christy Tingley	Date: 10.12.19
Approved by SMT (full name): Dan Lodge	Date: 2.3.20