



**ABBAY CHRISTIAN BROTHERS' GRAMMAR SCHOOL
77A ASHGROVE ROAD
NEWRY
BT34 1QN**

**JOB DESCRIPTION – GROUP STUDY SUPERVISOR WITH LIBRARY DUTIES
(PART-TIME 3 DAYS PER WEEK Tuesday, Wednesday and Thursday)**

Main Duties and Responsibilities

KEY PURPOSE

To support the school's core activities of teaching and learning by:

- Ensuring that pupils have the best possible opportunity for private study;
- Providing cover for other classes as required.

FUNCTIONAL LINKS:

- ELB School Library services
- Pupils, teachers and ancillary staff within the school
- Public library network

To contribute to the school's procedures for the recording and monitoring of pupils' attendance.

RESPONSIBLE TO

All members of Non-Teaching staff report to the Bursar and through her to the Headmaster of the School and the Board of Governors.

Under the direction of the Bursar the post holder will assist in the delivery of library services within the school, by providing services to meet the learning, information, leisure and cultural needs of pupils. The post holder may be required to work alone.

MAIN DUTIES AND RESPONSIBILITIES

1. Library

- 1.1 Assist teaching staff/pupils to make the best use of library services and facilities through:
 - (a) Handling enquiries using print and electronic resources (e.g. Books, CD ROM and the Internet)
 - (b) Helping to select and use library resources and facilities
 - (c) Introducing and explaining relevant library services, rules and regulations to new and existing users
 - (d) Registering users
 - (e) The supervision of pupils using the library
- 1.2 Assist with the smooth delivery of the Library service through:
 - (a) Carrying out routine procedures associated with the ordering, receipt and distribution of materials and payment of invoices.
 - (b) Shelving, filing, tidying, stocktaking and routine maintenance of materials
 - (c) Circulation via a manual or automated library management system e.g. issue, discharge, renewal and request procedures for all resources
 - (d) Preparation of materials and collections for use, distribution or disposal
 - (e) Maintaining the library database
- 1.3 Contribute to the provision of a quality library service that is consistent with current school policy and procedures.
- 1.4 Assist with setting up and re-organising the library, e.g. moving and re-organising stock, materials, furniture and equipment, as required.

2. Pupil Supervision

Supervise pupils during study periods and examinations or when required if teaching staff are absent, and maintain a quiet academic environment.

- a. Supervise pupils in the Study Hall/Library during their study periods and maintain a quality work environment.
- b. Maintain and advise on mechanisms to improve the study environment for the pupils.
- c. Follow up absence of pupils from study.
- d. Liaise with the Heads of School regarding attendance and work ethic of pupils.
- e. Invigilate pupils during examination periods.
- f. Inform appropriate teaching staff of absenteeism of pupils.
- g. Ensure pupils maintain a tidy work environment.

3. Recording of Attendance

Play a key role in the recording of pupils' daily attendance for all year groups and for all times for pupils when they are not in class.

- a. Operate manual and/or computerised information systems in connection with pupil records/attendance and lateness.
- b. Complete and submit all returns/records as required.
- c. Oversee the attendance of pupils for their non-class time.
- d. Monitor the attendance of pupils studying at venues other than Abbey Christian Brothers' Grammar School.
- e. Prepare and collate registers for use during examination periods.
- f. Liaise with Form Teachers and other relevant staff.

4. Other Duties

Be an active member of the staff at Abbey Christian Brothers' Grammar School and provide administrative support as required.

- a. Implement all school policies and procedures.
- b. Participate in any relevant training as required.
- c. Participate in the school's performance review scheme.
- d. Maintain the resources available in study areas.
- e. Assist with emergency evacuations.
- f. Write comments in the Year 13 and Year 14 annual report concerning pupil behaviour in the Sixth Form study areas.
- g. Assisting with reprographics as required.
- h. Assist as an invigilator when required.
- i. Assist in mentoring/learning support for student.
- j. Such other duties as may be assigned within the level of the post.

Rate of Pay

£95.00 Gross per day