



# 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. Provide support to students to enable them to complete their pro-study work
- g. Update and develop subject websites as required
- h. Deliver a variety of sessions for students including Library, Information Skills, Progression, IT and EPQ.
- i. Prepare and deliver information sessions for students for CSO subjects including induction, research and referencing.
- j. Keep up to date with new resources, both print and online, to maintain a current awareness service for staff
- k. Help students and staff with IT queries and to resolve problems
- l. 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. Maintain pro-study register
- c. Manage student behaviour in the Library
- d. Effectively manage the Library collection of resources for CSO subjects, accurately and consistently catalogue the resources and promote to students
- e. 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):	Date:
Approved by SMT (full name):	Date: