

# Library Ambassador (KS5)- Lead Learner

## Main responsibilities

- To attend training on how to be an effective Library Ambassador held once a term during PD
- To work at least twice a week during study periods and P4 or 5.
- To be responsible for a DDC area of the Library

## Job description

- ✓ Be responsible for a large section of the Library and lead a small team of students to shelve resources accurately
- ✓ Deal with student enquiries and provide basic customer services
- ✓ Create displays and lead and promote library events
- ✓ Help maintain a tidy library environment
- ✓ Supervise and train others

## Person specification

- Be enthusiastic about books and reading
- To have a very positive attitude to reading and learning
- To have an excellent understanding of alphabetical order
- To have an excellent understanding of numerical and decimal order (0-999)
- To enjoy organising resources in the correct way with attention to detail
- Be reliable and self-motivated
- Be a confident public speaker

## Initiative and extra dedication

- Helping more than 2 times per week
- Creating a library display
- Promoting library activities and events
- Sharing ideas for book and reading events
- Leading library events
- Training Library Leaders
- Assisting with classes
- Assisting with the Junior Library

## Appraisal

Your performance will be evaluated twice a year by meeting with the Librarian where you will be required to provide evidence of your performance, using your attendance card and training records.

*Bronze*  
Meet requirements

*Silver*  
Demonstrate initiative

*Gold*  
Demonstrate dedication by going beyond