

Librarian and Literacy Support Coordinator

Harris Academy Battersea

Grade 6 (inner London) - £ 34 014 to £35 032 +
Performance and Loyalty Bonus + Harris Wellbeing Cash Plan + Additional Harris
Benefits

Core Hours: 8:30am-5:00pm, term time + 5 days

For a confidential discussion about this post with the Head of Academy, more
information or to arrange a visit, please contact the school on
020 7622 0026 or HABSHR@harrisbattersea.org.uk

Please visit www.harriscareers.org.uk to apply online and submit your application.
Shortlisted candidates may be asked for additional information before interview invitation.

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Harris Academy

Battersea

Dear Candidate,

Thank you for expressing an interest in the post of Librarian and Literacy Coordinator (LLC). Our LLC will play a central role in promoting our culture of literacy and love of literature in the Academy. They will **manage our beautiful Academy Library** and will work closely with the Associate Assistant Principal for English and Literacy to **coordinate and administer our Reading and Literacy strategy** for the school. This will include supporting with the administration of reading tests, organisation of literacy interventions and the wider promotion of a love of reading through continuing our tradition of welcoming authors and writers into the Academy to promote the power of reading and literature. The ideal candidate will have the passion and creativity to develop and deliver their own strategies to further grow reading and literacy at the Academy.

If you are **Librarian or administrator** who is **passionate about reading and the importance of reading and writing for young people**, and looking for an opportunity to grow, inspire and develop, this may be the role for you.

The development of our students academically, personally and professionally is at the heart of everything we do at Harris Academy Battersea. Our values of **Knowledge, Integrity and Resilience** embody the qualities we seek to promote and expect to see in our young people. Our LLC will take a key role in the communication and reiteration of our vision and mission to our students: ***'We develop aspirational young people to thrive in a changing world'***.

If you are committed to these values and want to make a real difference to the lives of our young people, then we would welcome an application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Hinz', written over a white background.

Steven Hinz
Head of Academy

Our Library

The Harris Academy Battersea is a fantastic space for learning. Situated between our English corridor and our playground, it is a hub of student activity. With a split-level balcony area for Sixth Form study and bespoke events, and a bank of computers that the Academy are refurbishing, the Library provides a bright and engaging environment for engaging with all that literature has to offer.

Our committed team of student librarians help administer the space at break and lunch, and the Library hosts a range of activities including chess, debate club and independent study groups.

All students in Key Stage 3 access the Library as part of their English curriculum, and we are excited for our new Librarian to play an active role in helping to shape what these lessons look like and how all students experience the space as a space for them.

Our new Librarian and Literacy Coordinator will have the opportunity to work closely with the English team and other school leaders to develop our catalogue of books, our library systems, and the space itself and will have the chance to really make the library their own. The Librarian will be based in the Library throughout the day, facilitating the space as a silent independent study area for Sixth Form students during lesson time while it's available, but will also work as part of the English department and will therefore work closely with a vibrant and passionate team of professionals who are in and out of the Library all the time!

Our Library benefits from our location in the heart of London and regularly welcomes authors and speakers from across the city and beyond. Likewise, sponsorship opportunities from various charitable foundations help us to maintain a fantastic and constantly growing stock of great texts and resources.

We hope you can see yourself as making this ***your Library***.



Our Academy

Harris Academy Battersea is a mixed state secondary school serving a truly comprehensive community in the heart of London. We are an Ofsted '**Outstanding**' school with a track record of delivering fantastic outcomes year on year for our students. In 2023, Ofsted visited the academy and judged us as remaining 'outstanding', commenting on our "**highly ambitious curriculum**", the "**exceptionally high quality of education**" provided and noted that "**behaviour in the school is very strong**". Nevertheless, we are extremely ambitious for our school and as we seek to continue to grow and develop, we are looking for more brilliant people to join us.

Our Academy is centred on the values of **Knowledge, Integrity and Resilience** and these underpin the way we work for both students and staff. Our staff are inclusive, diverse and committed to our mission: we develop aspirational young people to thrive in a changing world.

HABS offers a broad, academic and challenging curriculum founded on six key curriculum aims:

- To develop deep, long-lasting knowledge
- To develop students into accomplished readers, writers and orators
- To provide experiences within and beyond the classroom that enrich learning and ensure students can make informed choices about their futures
- To equip students to challenge injustice in all its forms
- To enable students to understand how they learn
- To support students to reflect on their choices and values to improve themselves and their community

These aims underpin all elements of our curriculum, and **we see our core academic curriculum and wider personal development curriculum as intrinsically linked**. All staff at the Academy contribute to the personal development of our students through their roles as tutors and through their contributions to the wider life of the academy.

A thriving school can only function with fantastic staff, and our vision is to make teaching at HABS both **enjoyable and sustainable**. The wellbeing of staff underpins every decision we make, and we seek to ensure that every member of staff can enjoy a work-life-balance enabling them to bring their best to work each day.

At HABS, **professional growth and development** is central to our mission. Our professional development motto is 'improve, not prove' and leaders are relentlessly focussed on supporting staff in getting even better through a wide range of internal and external training opportunities.

As a part of the **Harris Federation**, all staff in the Academy benefit from being part of our network of more than fifty primary and secondary academies across London. Vibrant networks of subject experts meet regularly and teachers can access bespoke support from our central teams of consultants.

For more information about what we do and who we are, we encourage you to visit our website [here](#) as well as our careers page [here](#) and explore!



Job Purpose

- To manage and oversee the Academy Library, taking responsibility for managing stock and resources, managing the borrowing of books and learning resources, supporting effective student usage of the Library and its resources, and supervising the space.
- To coordinate the administration of the Academy's reading and literacy strategy, including the coordination of reading tests, the organisation of reading and literacy interventions, and the tracking of student reading.
- To support the senior leadership team in the strategic promotion of reading and literacy for all students through the organisation of initiatives, events, and activities that promote a love of reading.
- To provide cover for Reception and Attendance when required, ensuring smooth day-to-day operations and effective communication with students, staff, and visitors.
- To support with printing and reprographics tasks when required.

Responsible to: Associate Assistant Principal for English and Literacy

Liaise with: Senior Leadership Team, other school leaders, pastoral support staff and relevant staff with cross-school responsibilities, teaching/support staff, external agencies and parents.

Main Areas of Responsibility

Managing The Academy Library

- To lead on the strategic management, organisation and supervision of the Library
- To maintain a professional, stimulating and tidy learning environment at all times, foregrounding student achievements
- To administer and manage the Library's electronic management system, reviewing the effectiveness of this system as appropriate
- To contribute to presentation and consultation evenings and meeting with parents to encourage reading beyond curriculum time
- To contribute to and maintain library displays and the organisation of books including; categorising, labelling and updating displays in relation to world events
- To provide advice to staff, students and the community regarding use, provision, development of Learning Resources
- To devise and offer training activities for staff in relation to effective use of learning resources and training in the promotion of Learning Resource materials
- Supporting with the time-tabling and booking of the Library's spaces, coordinating with colleagues as required
- To collaborate with the English team to coordinate and deliver regular Library lessons for students which promote the Academy's reading and literacy curriculum.
- To liaise with the English team to publicise and organise regular LRC book events, liaising with authors, publishers etc.
- To liaise with the English team to organise frequent visits from writers to raise the profile of reading and writing for pleasure
- Supporting students with book choice and book borrowing.

- To ensure that all learning resources and equipment are well maintained, reporting all computer faults immediately to the ICT team
- Encouraging the effective use of the Library across the curriculum at Key Stage 3/4 and Post 16
- Providing guidance to groups and individuals using the Library
- Liaison with other information agencies including other resource areas, as well as Library and LRC managers across the Federation in order to provide an excellent service
- Development and implementation of study and information skills linked into the curriculum
- Participating in community links, including opening out of academy hours. A flexible approach to working hours is required
- To be responsible to the Director of Resources for the management of the Library's delegated budgets
- To keep appropriate and effective records using academy ICT systems, that will enable efficient management of resources across the academy
- Disseminating information on resources and access to staff and students
- To monitor, evaluate and review the use and development of the area, this to include procedures for collecting data e.g. student questionnaires
- To organise and supervise after hours, lunch time and break time use of resources for students e.g. study support and homework clubs
- To liaise with parents regarding student usage, borrowing and overdue or unreturned resources as appropriate
- To coordinate, train and manage the Student Librarian team

Coordinating the administration of the Academy's reading and literacy strategy

- To procure, organise and where appropriate administer reading tests such as the NGRT assessment in liaison with the Academy Literacy lead and SLT
- To assist in the collation and analysis of reading and literacy data, producing and presenting reports as appropriate
- To support in devising and delivering training materials for staff to share information about reading and literacy strategies and procedures
- To coordinate and where appropriate devise reading interventions to support early or struggling readers
- To design, coordinate and monitor timetables of reading interventions and communicate with students and their families regarding these interventions as appropriate
- To collate impact reports for reading and literacy interventions and record and communicate these as appropriate
- To manage the rewards systems for reading to maximise student engagement and motivation
- To disseminate class reading records and league tables (every half term) to relevant staff
- To type and send letters to parents regarding individual student progress as relevant
- To contribute to the preparation of student reports by collating and providing reading and literacy data as appropriate
- To ensure that Academy website is updated with information about reading and literacy, recommended reading lists, information about events etc
- To liaise with data manager to ensure that Bromcom records are updated as appropriate after new reading and literacy tests
- To cover reception and attendance to support the academy when required.

Person Specification

Area	Essential	Desirable
Qualifications, Knowledge & Training	<ul style="list-style-type: none"> English and Mathematics GCSE or equivalent Degree or equivalent Knowledge of library systems Knowledge of Accelerated Reading scheme and ability to deliver literacy interventions (literacy training) Knowledge of National curriculum particularly for English 	<ul style="list-style-type: none"> Librarian qualifications
Experience	<ul style="list-style-type: none"> 3 years' experience of working in an inner-city school or educational establishment Experience of managing a library service Experience of a range of reading schemes 	<ul style="list-style-type: none"> Experience of working with students from a range of ethnic backgrounds
Personal Skills, Abilities & Qualities	<ul style="list-style-type: none"> Ability to communicate with students from a range of different backgrounds Skilled in the use of databases Ability to produce user friendly data Ability to communicate with parents and other key stakeholders Ability to remain calm under pressure Ability to work to tight deadlines Ability to generate ideas and drive solutions Ability to work with challenging young people 	
Academy Ethos	<ul style="list-style-type: none"> Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels Motivation to work with children and young people Ability to build & sustain professional standards, relationships & personal boundaries with young people Emotional maturity & resilience in dealing with challenging behaviours Ability to contribute towards creating a safe & protective environment Empathy with the aims and objectives of Harris Federation Willingness to continue professional development Commitment to maintaining high standards & expectations. Commitment to contributing to academy life as a whole Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students 	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act 2018
- 4) Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit www.harriscareers.org.uk

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our [**Policy Statement on the Recruitment of Ex-Offenders.**](#)