



JOB DESCRIPTION



Job Title:	Librarian
Reporting to:	Director of English
Salary:	Band 2, Point 3 – 8 (£25,114 - £28,622) pro rata £21,670 - £24,697
Contract:	Permanent, United Learning Contract, Term Time including INSET days

Role Purpose:

The Librarian at Irlam and Cadishead Academy will play a vital role in fostering a love of reading and supporting pupil literacy across the academy. As a key member of the school community, the Librarian will be responsible for the day-to-day management of the school library, delivering targeted reading interventions, and supporting whole-academy reading initiatives. This role is essential in promoting the school's vision of nurturing confident, motivated, and successful pupils by ensuring equitable access to high-quality reading resources and interventions.

The Librarian will contribute to the inclusive and supportive environment that Irlam and Cadishead Academy is committed to, reflecting the school's values of respect, enthusiasm, aspiration, and determination. The Librarian will support pupils' academic progress and personal development by inspiring a lifelong love of reading and improving literacy outcomes, especially through targeted interventions informed by assessment data such as NGRT testing

Main Duties.

Library Management

- Oversee the day-to-day running of the school library, ensuring it is a welcoming, well-organised, and resource-rich environment for pupils and staff.
- Maintain and develop the library's collection, ensuring resources are up-to-date, relevant, and aligned with the curriculum and pupils' interests.
- Manage library resources, including cataloguing, issuing, and returning books and materials efficiently.

- Promote the library as a hub for learning, reading, and research within the school community.

Reading Interventions and Support

- Deliver and resource targeted reading interventions designed to improve pupils' reading skills and confidence.
- Support the implementation of the Form Time Reading programme across the whole academy, working collaboratively with teaching staff to encourage daily reading habits.
- Deliver library lessons tailored to Key Stage 3 pupils, fostering reading skills and library use.
- Lead Reading Intervention sessions for pupils identified through NGRT (New Group Reading Test) assessments, providing tailored support to meet individual needs.
- Assist with the administration and support of NGRT testing, ensuring accurate data collection and analysis to inform teaching and interventions.

Collaboration and Communication

- Work closely with teaching staff, SENDCo, and pastoral teams to identify pupils requiring additional reading support.
- Communicate effectively with pupils, parents, and carers to promote reading initiatives and share pupil progress.
- Contribute to whole-school literacy strategies and initiatives that align with the school's vision and values.

Additional Responsibilities

- Support school events and activities related to literacy and reading promotion.
- Maintain a safe, inclusive, and respectful environment within the library in line with school policies.

General

- To ensure that the vision and ethos of Irlam and Cadishead Academy is understood and valued by all staff and pupils through informed and consistent leadership.
- To lead and support staff and pupils to achieve continued high performance at all levels.
- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the academy and beyond.
- To represent the academy at events as appropriate.
- To support and promote the academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.