

Job Description Library and Literacy Mentor

Purpose of the Post:

To support the delivery and promotion of a high-quality school library service. To facilitate and deliver interventions to support the development of reading and literacy

Reporting to:

- Library Manager

Responsible to:

- The Headteacher and the Governing Body

Duties and Responsibilities

1. Contribute to the provision of a high quality, welcoming and effective school library service at both school sites
2. Develop and maintain effective relationships and communication with students and colleagues
3. Promote literacy, reading and library services to the school community and support activities to engage students in reading and literature
4. Develop high-quality displays for the libraries and around the school
5. Ensure the libraries are well-presented and organised
6. In accordance with the rota, independently and proactively supervise students in the libraries, working within the school's established behaviour policy and routines and maintaining records of attendance
7. Maintain accurate and reliable lending systems including cataloguing, issuing and returning stock, shelving, dues collection and maintaining the library catalogue.
8. Support the day-to-day administration and running of the library service for example by ordering stock and completing administrative tasks
9. Support students in using library resources effectively, developing their independence and passion for reading
10. Plan and deliver activities, workshops, library lessons, small group and one-to-one activities for students



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11. Work closely with school professionals to support and develop the effective study habits of specific students or groups of students
12. Plan, deliver and evaluate bespoke interventions for targeted students working one-to-one or in small groups and liaising with the Library Manager and other school professionals as appropriate
13. Support teachers with the effective delivery of lessons in the libraries, and the use of library resources
14. Use school systems to answer basic ICT and HR helpdesk enquiries, such as for ID badge requests and password enquiries.
15. Contribute to the ongoing monitoring, evaluation and development of the library service to ensure consistently high standards of provision
16. Work within the school's safeguarding, health and safety and data protection requirements and policies
17. Undertake exam invigilation and general supervision duties away from the library when required for operational reasons

General Duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



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Person Specification: Library and Literacy Mentor

All criteria are essential.

Attributes	Description
Qualifications, Knowledge, Training & Experience	<ol style="list-style-type: none"> 1. GCSE C in Maths or equivalent A-Level English or an equivalent qualification 2. Confident in using ICT, in particular, office packages such as Word and Excel. 3. Understanding of how to support young peoples' literacy development 4. An understanding of, and commitment to, safeguarding, equality and diversity 5. An understanding of, and commitment to, health and safety, data protection and confidentiality procedures 6. Experience of working independently to deliver high-quality outcomes 7. Successful experience in working with young people 8. Knowledge of using School and Library management information systems
Personal Skills & Qualities	<ol style="list-style-type: none"> 9. Able to develop and maintain effective relationships with adults and young people 10. Ability to positively manage student behaviour 11. Ability to organise and prioritise workloads and demand successful experience of working with other professionals as part of a team. 12. Ability to communicate clearly and disseminate information 13. Ability to build on the experience, advice and contribution of others 14. Consistently high expectations and attention to detail 15. Experience of working to targets and meeting deadlines 16. Experience of working as part of a team



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<p>General</p>	<p>17. Demonstrate a commitment to equality 18. Understanding of Health & Safety 19. Understand and implement child protection procedures 20. Understand procedures and legislation relating to confidentiality 21. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications</p>
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