

Job Description and Person Specification

JOB DESCRIPTION

JOB TITLE	Library & Literacy Support
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Burgess Hill Academy
GRADE	West Sussex Grade 6
RESPONSIBLE TO	Assistant Principal
RESPONSIBLE FOR	-
MAIN PURPOSE OF THE JOB	Manage, develop and promote the Academy Learning Resource Centre (LRC) as an effective source for learning and a cross-curricular whole Academy resource. Support literacy and reading across the Academy, including leading 1:1 and small groups sessions.
MAIN TASKS / KEY RESPONSIBILITIES	
1	Provide management of the LRC in order to secure high quality learning and the effective use of resources within the Academy to include the following. • Ensure the LRC provides a wide range of resources and information which reflect the aims, objectives and curriculum of the Academy and systems which ensure the LRC operates efficiently on a day to day basis. • Promote the LRC service to encourage full use by students and staff, including use of new technologies and digital media within the LRC and across the Academy, including consultation with teachers, purchasing resources, developing learning programmes, events, publicity and displays to encourage the use of the LRC. • Manage and monitor all the systems of the LRC to ensure high performance and independent learning. • Establish and control the budget for the LRC securing external funding where possible. • Management of the Accessit library system and stock control. • Supervise students during lessons, break and lunch times, guiding them in the selection and use of resources, assisting and instructing students in the use of LRC media and systems to encourage and enable independent learning. • Provide induction courses for Year 7 students.

2	Take part in guided reading activities to support the improvement of reading. Facilitate the effective use and accessibility of these resources and inspiring students through participation in reading groups, organising and promoting competitions, projects etc.
3	Teach individual students / small groups to help improve reading levels and literacy skills, using literacy schemes such as Freshstart.
	Other • Carry out all activities in such a manner that data protection requirements are met and are in line with the Trust's policies for Safeguarding, Health and Safety, and Equal Opportunities. • Participate in professional development activities and performance management activities as required • Undertake other reasonable duties as directed by your line manager

PERSON SPECIFICATION

Qualifications	• Demonstrable ability in English and Maths at GCSE level 5 (Grade C) or above.
Experience	• Experience of working within an educational environment or with young people is essential. • IT skills, including Microsoft Office (Word, Excel) are essential • Experience of supporting young people with reading would be an advantage • Experience in a library would be an advantage
Skills & Knowledge	• Strong Interpersonal and communication skills, with the ability to form effective working relationships across the Academy. • Ability to work under pressure, dealing with conflicting demands and interruptions. • Ability to work as part of a team and work unsupervised. • Ability to work in a discreet and sensitive manner demonstrating sensitivity and ensuring confidentiality at all times.

ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act. The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DOCUMENT INFORMATION

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role.

These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date approved: 21.11.25

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