

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Library Lead	Location	Lynn Grove Academy
Salary	Scale F, point 14 £29,540 (Actual £26,059)	Hours	37 hours, 40 weeks
Department	Library	Reports To	Vice Principal

JOB PURPOSE:

To support our secondary students in reaching their full academic potential. This role is integral to both our overall reading strategy and the ongoing success of our school library. The Library Lead will not only deliver targeted literacy support but will also take a leading role in enhancing our library as a vibrant hub of learning and creativity. They will build on the library's excellent reputation by engaging students, organising events, and collaborating with local authors, ultimately contributing to our wider literacy strategy.

KEY RESPONSIBILITIES AND DUTIES:

- **Library Supervision and Development:**
 - Oversee the day-to-day management of the library, maintaining an organized, engaging, and resource-rich space that supports learning and fosters a love of reading.
 - Develop the library, enhancing its collection with relevant resources, new genres, and varied materials to appeal to a diverse student body.
 - Actively engage students in library activities and events, such as author visits, reading challenges, and book clubs, to keep the library exciting and relevant.
 - Collaborate with local authors and literary figures to host workshops and talks that inspire students and connect them to the world of literature.
 - Support and organize the library as a safe and inclusive space for clubs, including Chess Club, Buddy Club (for introverted or socially shy students), and Reading Club, encouraging participation and personal growth in these areas.
- **Intervention Delivery:**
 - Lead small-group reading interventions, focusing on comprehension, fluency, and key literacy skills.
 - Track students' progress in literacy interventions, providing feedback to teachers and adapting strategies as needed.
- **Classroom Support may be needed by the English department:**
 - If required, assist in the planning, preparation, and delivery of English lessons, ensuring students are fully engaged and challenged.
 - Provide targeted one-on-one or small-group instruction to students who may need additional support in English.
- **Literacy Strategy Contribution:**
 - Collaborate with the Reading Lead and wider English Department to support and drive the school-wide literacy strategy.

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- Encourage a school culture of reading by organizing events and initiatives that promote literacy skills across different year groups.
- Aid in the development and preparation literacy strategy to support students at varying reading levels.
- **Student Assessment and Feedback:**
 - Assist in assessing student work and progress in reading, providing constructive feedback to support improvement and growth.
 - Record assessments and share observations with teachers and the department head to support academic tracking.
- **Liaison and Communication:**
 - Work collaboratively with teachers, parents, and other support staff to ensure a cohesive approach to student learning and wellbeing.
 - Participate in departmental and whole-school meetings, contributing insights on student progress and sharing innovative ideas to support literacy and library initiatives.
- **Personal Development and Training:**
 - Engage in professional development to stay updated on best practices in reading instruction, library management, and literacy support.
 - Proactively seek feedback and participate in performance reviews to support continued growth in the role.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> ● GCSE English and Maths at grade C and above or equivalent 	<ul style="list-style-type: none"> ● HLTA qualification or equivalent experience ● Level 3 qualification in English or a related field
EXPERIENCE	<ul style="list-style-type: none"> ● Experience working in a secondary school setting ● Proven ability to support students with varied learning needs, including SEND and EAL 	<ul style="list-style-type: none"> ● Experience in an English department ● Experience in library management or related responsibilities
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> ● Knowledge of the secondary English curriculum and best practices in literacy education ● Cultivating a love of reading among young people 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ● Strong interpersonal and communication skills, with the ability to motivate and inspire students 	

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	<ul style="list-style-type: none">• Excellent organisational skills, with the ability to manage a multi-use library space and adapt to changing priorities	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.