

<b>Salary:</b>	NJC Scale - 5/6
<b>Hours:</b>	36 hours per week– Term-time only (plus all staff training days as agreed between the School and the employee). To include a 30 minute unpaid lunch break every day. (Hours to be tailored to suit successful candidate).
<b>Responsible to:</b>	Literacy Lead
<b>Supporting:</b>	Assistant Head of Teaching and Learning Subject Leader of English English Department

## Responsibilities

### 1. Management of the School Library

- Day to day running and organisation of library provision and resources
- Ensuring the library is stocked with relevant, diverse and engaging texts
- Managing the space to promote reading and literacy to students
- Maintain a budget to enhance resources available within the library.
- Support the needs of the curriculum through stimulating resources and attractive displays.
- Work alongside the Literacy Lead to promote a love of reading, developing strategies to increase lending across the school and running initiatives such as author visits and competitions for all students to engage fully in the library.
- Support the Literacy Lead with the introduction of reading programmes and contribute to promoting participation and engaged time.
- Monitor and report on library use, monitoring students' engagement and success and identifying where students have not engaged.
- Contribute to data gathering on the overall impact of the library.
- Liaise with curriculum leaders and teaching staff to create collections of supporting resources.
- Evaluate the use of the library and the available resources to demonstrate impact and value for money.
- Take a lead role in coordinating events throughout the year, such as visiting authors, book competitions, House events, assemblies and student reward strategies.

- Support the Literacy Lead in coordinating small groups of students to become reading partners of students in lower year groups.
- Be responsible for 'Reading Ambassadors' or 'Student Librarians' – a group of students who promote literacy and reading and the use of the library to their peers.
- Administer the school's reading intervention programme (currently Accelerated Reader) to help support participation and improvement in reading.
- Communicate with families to support and promote a love for reading in the home advising parents and carers of how they can support their child in developing improved reading habits.
- To encourage and support students with their reading, by challenging their choice of material, suggesting more stretching texts and contribute to the school's Clubs and Societies offering in the capacity of Library Manager.

## 2. Policies & Key Documents

- Review and update Policies and Key Documents in relation to the management of the Library. This would include documents such as; the Library Code of Conduct, the School's Literacy Programme etc.

## 3. Additional tasks in relation to managing the Library

- Work closely with the 'Careers and Work Experience Coordinator' to ensure facilities and resources are in place for students to research aspects of Co-curricular learning.
- Assist the Literacy Lead in organising events throughout the school year, i.e., World Book Day and author visits.
- Assist in School events such as the Main School Open Evening and Sixth Form Open Evening.
- Support in arrangements for hosting significant meetings that take place in the Library.

## 4. Other duties

- Refer all Child Protection issues to the Designated Senior Child Protection Officer and offer administrative support.
- Work closely with the English department to potentially deliver writing workshops and reading workshops to support the lowest performing students in that subject.
- Support any other administrative support staff during peak times.
- Any other duties reasonably requested by the Head of School or the Line Manager.
- This role may be called upon to carry out Form Tutor duties.
- Carry out first aid as required.

## 5. General

- Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health & safety, confidentiality and data protection. Report all concerns to the appropriate person.

- Participate in training and other learning activities in relation to this position.
- Attend and participate in meetings related to this position.

Signature:  
(Postholder)

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Print name: .....  
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Date: .....  
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Signature:  
(Headmaster)



Print name: Mr J  
Bean.....

Date: April 2024

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced CRB check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.***



Criteria	Essential	Desirable
<b>Education &amp; Qualifications:</b>		
<ul style="list-style-type: none"> <li>English &amp; Maths GCSE (or equivalent) at Grade C or above</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Membership of the CILIP</li> </ul>		✓
<ul style="list-style-type: none"> <li>First aid trained, or willingness to train</li> </ul>	✓	
<b>Skills, Knowledge &amp; Experience</b>		
<ul style="list-style-type: none"> <li>Ability to handle sensitive issues relating to students, maintaining confidentiality as required</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong subject knowledge of literacy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong working knowledge (or willingness to learn) of contemporary young fiction, young people's interests, etc.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Willingness to engage in CPD, visits, research that help to develop the library's provision</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proficient use of technology (including Google systems e.g. Drive, Gmail, etc.) and a willingness to learn new computer systems</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience and knowledge of working within a school environment and with SIMS</li> </ul>		✓
<ul style="list-style-type: none"> <li>Ability to manage students in a supervised setting</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to form good working relationships with students, parents/carers and colleagues, and work as part of a team</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good communication skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good organisational and time management skills and the ability to work under pressure and independently</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Adaptability and flexibility in working practices and the ability to use their initiative</li> </ul>	✓	

<ul style="list-style-type: none"> <li>● A high degree of professionalism in their approach to work and tasks set</li> </ul>	✓	
<ul style="list-style-type: none"> <li>● Present a positive role model to students</li> </ul>	✓	
<ul style="list-style-type: none"> <li>● Experience of working with supporting and motivating young people</li> </ul>		✓
<ul style="list-style-type: none"> <li>● Experience of administration procedures and good administrative skills; spelling, punctuation and grammar.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>● A good sense of humour</li> </ul>	✓	
<ul style="list-style-type: none"> <li>● Excellent attendance &amp; punctuality</li> </ul>	✓	

Training in school systems and practices will be provided.

We expect that a process of continual professional development supports improvement in identified areas as part of the School's appraisal system.

**April 2024**