

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Literacy Centre Manager	<b>Grade:</b> D (points 6 – 8)
<b>Job Family:</b> Educational Support	
<p><b>Overall Purpose of Job:</b></p> <p>As the Literacy Centre Manager, you will manage and develop the Literacy Centre to ensure all students develop a passion for reading which will increase literacy skills need for students to achieve their academic potential.</p>	
<p><b>Main Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. You will manage the development of the Literacy Centre on a daily basis</li> <li>2. You will manage the Accelerated Reader programme</li> <li>3. You will work with individual and small groups of students identified as having barriers to learning primarily literacy skills</li> <li>4. You will develop and deliver individual and group intervention and learning programmes and create literacy plans for students</li> <li>5. You will form effective relationships with designated students and their parents/carers</li> <li>6. You will implement the monitoring, evaluating and reviewing of student progress against literacy targets</li> <li>7. You will liaise with academy staff and give advice on student reading strategies</li> <li>8. You will develop initiatives which engage parents and carers in the learning process (reading)</li> <li>9. You will ensure the Literacy Centre is of maximum benefit to students both for their curricular needs and for their recreation and leisure needs</li> <li>10. You will be responsible for promoting a positive attitude towards reading and stimulating curiosity, through individual advice, displays, curriculum involvement and special events in conjunction with the Head of English</li> <li>11. You will select and acquire materials for the Literacy Centre, ensuring that a balance is maintained in the light of the range of genre, fiction and non-fiction, curricular and non-curricular requirements, different age groups and different levels of difficulty</li> <li>12. You will ensure that the acquisition of resources is carefully planned and accurately related to the Accelerated Reader Programme within the limitations of the Literacy Centre budget</li> <li>13. You will ensure the cataloguing on new stock, maintenance of existing stock, regular updating of the book database and completion of the annual stocktake</li> <li>14. You will initiate and develop (in conjunction with the Head of English) a planned introduction to resources, particularly for the Year 7 intake, instructs students how to make a full and proper use of the Literacy Centre by using knowledge of the range of material, which is available and expertise in such matters as indexing and retrieval</li> <li>15. You will advise and assist individual students to find the books and information they require</li> <li>16. You will prepare relevant display materials</li> <li>17. You will be responsible for the training and supervision of student librarians</li> <li>18. You will supervise students in small groups or one to one learning activities in the academy away from the main teaching area</li> <li>19. You will help promote student good behaviour and discipline through positive interactions with students</li> <li>20. You will share with colleagues, supporting professionals and parents, issues of concern and positive feedback about student achievement</li> <li>21. You will promote and ensure the health and safety of students, staff and visitors at all times</li> </ol>	

**General:**

22. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
23. You will participate in training and other learning activities and performance development as required.
24. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
25. You will ensure strict confidentiality in all areas of work.
26. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
27. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
28. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
29. You will always comply with the Trust's policies and procedures.
30. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Knowledge, Skills & Experience****Essential:**

- Grade C/4 or above, or equivalent, in both English and Maths (C)
- Understanding of order processing and stockholding procedures (A/I/R)
- Good understanding of supporting literacy tasks, including the Accelerated Reading programme (A/I)
- Good communication skills both oral and written (A/I/R)
- Ability to maintain appropriate records (A/I)
- Awareness of learning activities carried out in the academy (A/I)
- Experience of working with young people, preferably in a school setting (A/I)
- Ability to use technology effectively – computer, video, photocopier (A/I)
- Ability to build positive relationships with all stakeholders (A/I)
- Ability to work constructively as part of a team (A/I/R)
- Good time management skills (A/I/R)

**Desirable:**

- Completion of DfES Teacher Assistant NVQ Level 3, or equivalent (A/C)
- Working with or caring for children of relevant age (A/I)
- Understanding classroom roles and responsibilities and your own position within these (A/I)
- Emergency First Aid or First aid at work qualification (C)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

**Behaviours**

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy
- Adaptable
- Dependable

**Contacts and Relationships:**

**Managers** - in daily contact with the Principal/Head of Academy/senior leaders and teaching staff within the academy

**Support Staff** – in daily contact with support staff involved with administration, classroom support, cleaning, site supervision, health and safety, and catering

**External** – in some contact with parents/carers, as required.

**Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.