



Reading Support Champion / Librarian

Applicant Information Pack

November 2025

Headteacher's welcome

Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



Community – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



Ambition – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



Respect – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



Excellence – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

Mr Chris Bury
Headteacher



About our Academy



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to UK Healthcare benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through an online platform, including a cycle to work scheme



Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

Job Description

Title: Reading Support Champion / Librarian

Reports To: Literacy Coordinator/SLT link

Salary: £13.05 per hour

Hours: Zero hours contract

Job Purpose

- To manage the library as an inclusive, engaging resource hub and support whole-school literacy.
- To deliver, supervise and track targeted reading interventions to improve students' reading fluency, comprehension and confidence.

Key Duties and Responsibilities

Safeguarding, Compliance and Professional Standards

- Adhere to the school's safeguarding, GDPR/data protection, health and safety and acceptable use policies.
- Maintain risk assessments for library activities, equipment and events.
- Promote positive behaviour and ensure the library is a safe, welcoming and inclusive space for all students, including SEND, EAL and disadvantaged learners.
- Engage in relevant training and CPD (e.g. safeguarding updates, literacy interventions, library systems).
- Keep accurate records and provide regular reports to senior leaders/Literacy Coordinator on library usage, stock, interventions and outcomes.

Library Management

- Ensure the library is accessible to students and staff during specified opening times; set and communicate the library timetable and coordinate cover where needed.
- Supervise students' use of the library during lessons and other opening times, managing low-level behaviour.
- Support classes undertaking Reading Programmes in the library.
- Provide support to students using the library for research and developing digital literacy.
- Order appropriate fiction and non-fiction (in consultation with staff); maintain a list of student suggestions.
- Maintain the Library Management System, including user records, loans/returns, overdue processes and reminders, in line with school policy.
- Assist with administering the library budget; track spend, process and file invoices; ensure value for money and an audit trail in liaison with senior leaders, Literacy Coordinator and finance.
- Number, process, repair and tag books; monitor stock, remove outdated material and manage losses.
- Shelf books and maintain a tidy, safe library environment, including seating, equipment and evacuation procedures.

- Curate and manage digital resources (e-books, audiobooks, online databases).
- Create engaging displays, themed collections and reading lists aligned to curriculum and whole-school priorities.
- Plan and deliver events and clubs (e.g. author visits, book fairs, World Book Day, reading clubs, competitions).
- Coordinate careers and curriculum links; work with departments to align stock with schemes of learning and support cross-curricular research skills.
- Oversee book donations and integrate them into stock.
- Recruit, train and supervise student librarians/reading ambassadors; coordinate their duties.
- Support with the mobile library for reading lessons around the school.
- Provide contingency cover for reading lessons or library duties in emergencies, as agreed with the line manager.

Reading Support Champion: Interventions and Impact

- Conduct baseline assessments (e.g. WBE Reading Ages) to check fluency and understanding; set targets and provide intervention.
- Deliver 1:1 reading support using provided resources; differentiate for SEND/EAL and liaise with the SENCO on strategies and support plans.
- Supervise and quality-assure Peer Reading interventions.
- Track attendance and progress; evaluate impact and feed outcomes into whole-school data systems.
- Communicate concise updates to teachers, tutors, year teams and parents; contribute to reports and parents' evenings where relevant.
- Support the administration of reading testing when necessary.
- Promote a love of reading across the school.

Health and Safety Responsibilities

- Comply with Health and Safety policies
- To observe and maintain good H&S practice within the Academy
- To support the Headteacher in removing barriers to H&S for Academy stakeholders

Personal Qualities

- Be committed and willing to drive standards at the Academy
- Demonstrate ongoing improvement in your role as a result of Professional Development
- Liaise appropriately with colleagues
- Actively participate in the trust Professional Growth model
- Have ambitious standards and a meticulous attention to detail.

Role Model

- Ensure that 'no student is left behind,' in their academic and personal development
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping
- Build team commitment amongst students and staff alike
- Engage and motivate students and staff to do their best by doing your best
- Demonstrate a positive approach to your professional duties.

General Responsibilities

- Comply with the Academy's safeguarding policies and procedures to ensure the wellbeing of all students
- Participate in staff meetings, training sessions, and continuous professional development activities as required
- Stay updated with relevant educational policies and administrative best practices.
- Adhere to all Academy/Trust policies
- Work collaboratively with colleagues to promote a positive and inclusive Academy culture
- Be flexible and adaptable to the changing needs of the Academy
- Uphold and promote the ethos and values of the Academy in all interactions with colleagues, students, parents/carers, and external organisations
- Deliver exceptional customer service to students, parents/carers, and staff in all communications
- Contribute to the development and implementation of administrative policies and procedures to improve operational efficiency
- Maintain a high level of professionalism and confidentiality in all interactions
- Promote and support the Academy's commitment to equity, diversity, inclusion, and belonging in all administrative practices
- Provide admin support/reception cover as/when required
- Provide support to the Admissions Officer and Careers Leader as and when required
- Serve as a role model through professional conduct and demeanour.

This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.

The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.

Person Specification

	Essential	Desirable	Assessed
Qualifications			
Grade C+/4+ in GCSE English and Maths or equivalent	✓		A
Good honours degree		✓	A
A relevant qualification in working with young people eg QTS		✓	A
Experience			
Experience of improving the learning of others		✓	A, I, R
Experience working with young people aged 11-18		✓	A, I, R
Experience working in a secondary school		✓	A, I, R
Administrative and/or pastoral experience		✓	A, I, R
Knowledge and Skills			
Ability to manage young people effectively	✓		A, I, R
Ability to deliver a planned intervention	✓		A, I, R
Strong interpersonal skills with adults and young people	✓		A, I, R
Effective communication skills, both written and verbal, with the ability to engage a range of audiences	✓		A, I, R
Up-to-date knowledge of safeguarding procedures and child protection legislation	✓		A, I, R
Competency in using ICT including Word and Outlook	✓		A, I, R
Strong subject knowledge in a National Curriculum subject		✓	A, I, R
Values and Attributes			
Commitment to our values of Community, Ambition, Respect, and Excellence	✓		I, R
Commitment to the wellbeing of all students	✓		I, R
Professionalism and confidentiality	✓		I, R
Flexibility and adaptability	✓		I, R
Positive and inclusive approach	✓		I, R
Commitment to equity, diversity, inclusion, and belonging	✓		I, R
Exceptional customer service orientation	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R

A = Application Form, I = Interview, R = Reference

How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

Key dates

Deadline for applications	Sunday 23 rd November 2025 at 11:59pm
Interview date:	w/c 24 th November 2025

Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Drummond, Office Manager at c.drummond@gbr.merciantrust.org.uk

