

Job Description

Role:	School Librarian and Literacy Specialist
Salary:	Grade 10
Hours:	Term time only (TTO) + INSET days 37 hours per week over 5 days
Contract Type:	Permanent
Position Level:	SCHG48I

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	Leader of Learning - English
Purpose:	Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school.
General:	Assisting with the management and development of the School Learning Resource Centre (LRC) as a school resource to enhance teaching and learning reflecting the aims and ethos of the school. To lead literacy intervention sessions with small groups of students to encourage them to develop proficient reading skills. To manage and take professional responsibility for the day to day running of library/resource centre services to provide a comprehensive service for pupils and staff. To support and develop pupils' learning, research skills and independent study and to develop the reading culture within the school.
Key Duties:	<ul style="list-style-type: none"> • Organise and oversee the library service within the school, ensuring the correct processes and procedures are followed. • Lead learning with pupils and teachers to meet educational aims and objectives through literacy and research. • Developing pupils' learning, research and study skills embedded within the curriculum by using a range of methods in partnership with teaching colleagues. • Supervise a programme of self-directed learning for pupils. • Select, purchase and maintain stock and equipment for the library that meet the needs of staff and pupils at a variant of cultural, ability and age levels. • Manage library information technology within the library including computer systems and catalogue search facility. • Make the library environment attractive to pupils to encourage reading and learning. 8.

	<ul style="list-style-type: none"> • Develop and implement library policies, protocols, practices and procedures. • Training and supervision of student librarians <p>Individuals in this role may also:</p> <ul style="list-style-type: none"> • Manage the library budget and provide accurate financial records to bursar or business manager. • Maintain links with other schools and library services to ensure appropriate materials are obtained for use within the school. • Organise book fairs or similar events. Arrange for visiting specialists as required. • Manage one or more library staff
Generic Duties:	To deputise in the absence of other staff. Undertake duties involving student contact, as requested.
CPD:	To follow a mutually agreed programme of continuing professional development. Training on the Lexonik Literacy programme will be given.
Additional Information:	For inset training you will be aligned with the administration team. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.