



### Job Description

JOB TITLE	Librarian, Literacy and Reading Coordinator
JOB FAMILY	Office Admin
PHASE	Secondary
HOURS	Part time/Term time
REPORTING TO	Associate Leader for English
RESPONSIBLE FOR	n/a

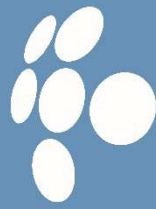
### Job Purpose

- To provide administrative support for key areas of the academy's work including the library; work experience; trips and other enrichment activities.
- To work closely with the Principal, Associate Leader for English and SENCO in the development of high quality, targeted intervention to support students in literacy and reading

### Duties and Responsibilities

#### Library administration

- To help and encourage students to use the library to increase the use of the resources.
- To deal with information enquiries from students and staff.
- To liaise with staff on the selection of resources.
- To provide introductory library sessions for pupils.
- To issue overdue notices.
- To issue new students with system access.
- To promote the use of the library through displays, booklists, etc.
- To supervise students whilst using the library in line with the school's Health & Safety policy.
- To organise and train pupil librarians.
- To shelve and tidy library items accurately and efficiently to ensure students and staff can find items easily.



- To issue and discharge items accurately and promptly to ensure a high quality service.
- To undertake stock work, assessing condition to ensure attractive stock and liaising with the Schools Library Service over the exchange of resources.
- Organise and process new and existing resources to maintain the quality and currency of the library resources.
- To keep the Associate Leader for English informed about the needs and development of the library

#### **Schoolwide Literacy & Reading support**

- To support the Associate Leader for English to lead, manage and develop literacy and reading throughout the school, ensuring sharing of best practice
- To build and coordinate a team of subject literacy and reading leads, ensuring best practice across identified the curriculum.
- To develop the use of technologies to support and enhance teaching and learning with a specific focus on literacy and development
- To consolidate available data to track student progress in reading and identify students in need of intervention
- To exercise professional skills and judgement.
- To impact on the educational progress of all pupils in the school.
- Support with the selection of the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils
- Collaborate with staff to support the planning and development of literacy and reading in relation to:
  - Resources
  - Continuous professional development of staff
  - Aims of the school, including its policies and practices
  - Challenging targets for improvement

#### **Trips/Visits administration**

- To book trips/visits or workshops as appropriate to support literacy and reading.
- To keep a spreadsheet of student engagement with activities.

#### **Work Experience administration**



- To work under the Associate Leader for Careers and IAG to provide students and parents with the paperwork needed to support work experience placements and to chase students where forms are not returned, or changes happen that require new forms.
- To keep a spreadsheet of placements and returns of forms making sure that deadlines for paperwork are kept to.
- To be an information conduit between providers/students/parents and the senior staff in relation to work experience.
- Reprographics support where required.

#### **Working with colleagues and other relevant professionals**

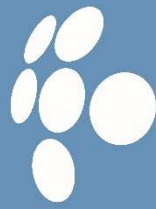
- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Work with senior staff, teaching/support staff, external agencies and parents.

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.



#### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

#### Other Areas of Responsibility at The Victory Academy

#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Victory Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

##### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

##### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.



- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

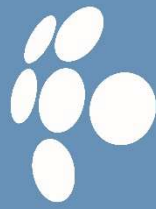
- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its



Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Librarian, Literacy and Reading Coordinator

Name:

Signed:

Date: