

## Job Description: Library and Independent Learning Manager

### Purpose of the Post

- Lead and deliver a high-quality library service that supports students' reading, research and study skills across both school sites.
- Lead the effective delivery and continuous improvement of the Extended Project Qualification (EPQ) for Sixth Form students.
- Co-ordinate and deliver targeted literacy, research and independent learning programmes that support students' academic progress and personal development.

### Reporting to:

- Assistant Headteacher

### Responsible to:

- The Headteacher and the Governing Body

### Duties and Responsibilities:

### Library Service

- Lead and continually improve a high-quality, welcoming and effective library service across both school sites.
- Manage, support and develop the Librarian and Literacy Mentor, including appraisal and performance review.
- Oversee day-to-day library operations, including student supervision, rota organisation, helpdesk support, lending systems, cataloguing and maintenance of the library catalogue.
- Ensure the libraries are well-presented, organised and engaging, with high-quality displays and resources.



- Manage the library budget and ensure effective use of financial resources.
- Ensuring full compliance with safeguarding, health and safety and data protection requirements.

### Independent Learning

- Plan and deliver activities that promote reading, research and independent learning, including author visits, competitions and research workshops.
- Deliver workshops, lessons, small-group sessions and one-to-one interventions to develop students' literacy, research skills and study habits, using data to target and evaluate interventions.
- Curate and promote a diverse, current and curriculum-aligned collection of fiction and non-fiction, supporting teachers in the effective use of library spaces and resources.

### Literacy

- Promote a strong reading culture among students and the wider school community, encouraging reading for both pleasure and academic success.
- Recommending books tailored to students' interests, reading levels, and curriculum needs.
- Plan, co-ordinate and deliver high-quality literacy provision, including workshops, library lessons and small-group tuition, to support students' reading and comprehension skills.
- Collect and analyse library usage and reading engagement data.
- Oversee the effective implementation and impact of the Bedrock Learning reading programme, including monitoring engagement, analysing progress data and supporting staff to maximise its effectiveness.

### Extended Project Qualification

- Design, deliver and continuously improve the EPQ programme in line with examining body requirements and school operational needs.
- Market the EPQ to Year 11 and Year 12 students and organise the annual EPQ Fair.
- Recruit, train and support EPQ supervisors, ensuring confidence in course content, structure and assessment objectives.



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- Plan, teach and assess the taught element of the EPQ and act as a supervisor to a group of students if required.
- Ensure students have regular opportunities to meet as a group to discuss progress and receive guidance.
- Monitor and report on student progress, intervening where necessary to ensure deadlines are met and strong progress is made.
- Liaise with the exams officer to ensure timely and compliant entry and submission of results and samples.
- Attend exam board standardisation meetings, lead internal moderation and liaise with external agencies to ensure marking and submission of work complies with exam board and JCQ requirements.

## General Duties

- Participate in the school performance management process.
- Support the Governing Body in its adoption of the school's policies and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- Supervise student areas during break and lunchtime, maintaining health and safety practices.
- Collaborate with teachers, parents, public libraries, and literacy organisations to enhance reading opportunities.
- Signpost students and families to additional reading and literacy support.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



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## Person Specification: Library and Literacy Mentor

*All criteria are essential.*

Attributes	Description
<p><b>Qualifications, Knowledge, Training &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. Educated to degree-level standard or equivalent, with experience of working in an academic research environment desirable.</li> <li>2. Experience working in a library or school environment, including direct work with children or young people.</li> <li>3. Experience supervising students and maintaining a calm, purposeful environment, including the ability to remain composed under pressure and respond to unexpected situations.</li> <li>4. Knowledge or experience of planning and delivering literacy, research, study-skills or taught-programme content, ideally including small-group or whole-class delivery.</li> <li>5. Knowledge or experience of supporting teaching and learning, including aligning resources with curriculum requirements and collaborating effectively across teams.</li> <li>6. Understanding or or experience of managing or developing library stock, including cataloguing, classification and resource curation.</li> </ol>



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	<p>7. Understanding of safeguarding and child protection procedures, Health &amp; Safety expectations, and confidentiality legislation, with the ability to follow procedures accurately.</p> <p>8. Competent user of ICT, with experience of - or confidence to learn - the effective use of library management software.</p>
<p><b>Personal Skills &amp; Qualities</b></p>	<p>9. Strong organisational and time-management skills, with the ability to manage multiple tasks, maintain accurate systems and prioritise effectively across two sites.</p> <p>10. Excellent verbal and written communication skills, with the ability to build positive, professional relationships with students, colleagues and external partners.</p> <p>11. Ability to promote reading, literacy and independent learning with enthusiasm, creativity and confidence, inspiring engagement across the school community.</p> <p>12. Ability to lead, motivate and support colleagues, including contributing to appraisal and performance development.</p> <p>13. Confidence in delivering workshops, small-group sessions and one-to-one support to students, adapting approaches to meet diverse needs.</p> <p>14. A reflective, evaluative approach with the ability to monitor service quality, solve problems proactively and implement improvements.</p>



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<p><b>General</b></p>	<p>15. Commitment to the aims, values and policies of the school, including equality, safeguarding and ongoing professional development, with willingness to undertake First Aid training and adapt to operational needs across both sites.</p>
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