

## Job Description: Library Coordinator

<b>Responsible to:</b>	Literacy Lead
<b>Job purpose:</b>	To provide an excellent library service with access to high quality resources for students, staff and wider stakeholders. To ensure the library environment is inviting and well managed. To support reading for pleasure, independent study and curriculum delivery in our Space for Learning.
<b>Contract type:</b>	Permanent, part time and term time.
<b>Working hours:</b>	8.30am to 2.30pm, Monday to Friday.
<b>Salary:</b>	Level 4B Point 12-17

### Duties and Responsibilities

#### Library Management

- Provide a service for books to be issued and returned.
- Manage overdue books and the procedure for replacing, where required.
- Classify, catalogue and process new books and other resources.
- Identify any damaged library stock and repair existing stock, as necessary.
- Arrange the library stock in an orderly and secure manner.
- Undertake routine library administration.
- Supervise the library during lesson and social times.
- Produce library displays.
- Lead on any promotional activities for the library, e.g. book clubs or reading challenges.
- Support with the selection of new stock for the library.
- Select and collect books from the school library service.
- Collect and analyse library data, to include library use, the number of books borrowed and the use of the library during lesson and social times.
- Ensure the library is welcoming, well organised and accessible.
- Organise author visits, literacy events and themed activities.

#### Teaching and Learning Support

- Support the delivery of the curriculum by sourcing relevant materials and resources for both staff and students.
- Support the delivery of targeted reading, writing and oracy interventions for identified students.
- Support staff with reinforcing literacy strategies, including reading fluency, extended writing and spoken communication skills.
- Assist students with their research and study skills, as well as information literacy.
- Work collaboratively with teachers to promote reading and library use across the curriculum.
- Provide guidance and support for students on book selection and research tasks.
- Support independent learning and homework activities in the library.

#### General Duties

- To work within the guidelines of the Safer Working Practices for Staff and Students document.
- To ensure the ethos of the school, to include discipline, is maintained at all times.
- To ensure the wellbeing and safety of students when they are using the library.
- To establish positive working relationships with all stakeholders.

- To maintain confidentiality and professionalism at all times in respect of school related matters and to prevent the disclosure of confidential and sensitive information.

This job description will be subject to an annual review and negotiation as part of the school's performance development following discussion between the post-holder and the Literacy Lead. We are committed to safeguarding and promoting the welfare of our students and expect all staff to share this commitment. An enhanced DBS will be required by the successful candidate.

We are committed to promoting equality, diversity and inclusion. We welcome applications from all suitably qualified candidates.