

Post Title: Librarian & Literacy Co-ordinator
Reports to: Literacy Lead
Location: Academy based
Salary: OAT Grade TBC
Status: Term Time (39 weeks) permanent

Core Purpose

The primary purpose of this role is to manage and develop the school library as a dynamic, inclusive, and well-resourced learning environment that supports both the curriculum and a whole-school culture of reading. This includes curating and maintaining a diverse, relevant, and up-to-date collection of physical and digital resources, overseeing efficient lending systems, and ensuring the library remains an accessible and engaging space for all pupils. The role also involves promoting reading for pleasure through events, themed displays, and targeted initiatives, while supporting pupils in developing independent research and information literacy skills.

In addition to these core librarian responsibilities, the role carries a strategic leadership function in coordinating literacy across the school. This involves leading, managing, and developing a consistent whole-school approach to literacy, with the aim of improving the educational progress of all pupils. Working collaboratively with teaching staff and teaching assistants, the role supports and enhances classroom practice by sharing effective literacy strategies, modelling best practice, and contributing to staff development. Through this combined focus, the role ensures that literacy is embedded across the curriculum while being strongly supported by a vibrant and effective library provision.

Key Responsibilities

Library Management and Development

- To lead and manage the day-to-day operation of the school library, ensuring it is an organised, welcoming, and inclusive learning environment.
- To develop, maintain, and promote a high-quality, diverse, and up-to-date stock of physical and digital resources that support the secondary curriculum and students' reading interests.
- To manage library systems, including cataloguing, classification, and lending, ensuring efficient and effective access to resources.
- To promote reading for pleasure and independent learning through the organisation of events, reading programmes, and engaging displays.
- To support students in developing research, study, and information literacy skills appropriate to secondary education.
- To work collaboratively with teaching staff to embed the effective use of library resources within curriculum planning and delivery.
- To manage the library budget and ensure effective procurement and resource allocation.
- To monitor, evaluate, and report on library usage and its impact on student engagement and outcomes.

Literacy Leadership and Strategic Development

- To lead the development, implementation, and review of a whole-school literacy strategy and policy.
- To monitor and evaluate standards of literacy across the school using assessment data, identifying priorities for improvement.

- To contribute to whole-school development planning, ensuring literacy is effectively embedded across all subject areas.
- To promote a culture of high standards in literacy and reading across the school community.
- To support the coordination of literacy provision, ensuring continuity and progression across all key stages.
- To work with teaching staff to develop and implement effective literacy strategies within subject areas.
- To provide guidance and support to colleagues on appropriate teaching methods and resources to meet the diverse needs of students.
- To monitor and evaluate the quality of literacy teaching and learning through activities such as lesson observations, work scrutiny, student voice, and analysis of assessment data.
- To identify effective practice and areas for development, and to work with senior leaders to implement improvements.
- To contribute to the planning and delivery of staff training and professional development in literacy.
- Communicate clearly and effectively with students of varying abilities, including those with special educational needs (SEN)
- Use appropriate verbal and non-verbal communication strategies to support understanding and engagement
- Adapt communication style to meet individual student needs (e.g. simplified language, visual aids where appropriate)

Collaboration and Wider Engagement

- To work in partnership with staff, students, and parents to promote literacy and reading engagement
- To lead or support whole-school literacy initiatives, events, and enrichment activities
- To establish and maintain links with external organisations, including local libraries and literacy bodies, to enhance provision

General Duties

- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Prepare and present displays and promote and maintain a stimulating learning environment
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Comply with all Trust policies, procedures, and statutory requirements
- Maintain confidentiality and adhere to GDPR principles
- Promote safeguarding and the welfare of children at all times
- Contribute to a positive organisational culture, modelling professional conduct and equality principles
- Always promote the welfare of children and young people, adhering to the academy's safeguarding policies and procedures
- Report concerns regarding the safety or wellbeing of students promptly
- Contribute to a positive academy ethos, promoting safeguarding, equality, and professional conduct

Any other duties commensurate with the grade and nature of the job description.

