



## ST MICHAEL'S CATHOLIC HIGH SCHOOL

### JOB DESCRIPTION

## LIBRARY & SEND INTERVENTION CO-ORDINATOR

- JOB TITLE:** Library & SEND Intervention Co-ordinator
- JOB PURPOSE:** To manage the School Library and to co-ordinate and deliver a range of SEND interventions
- ACCOUNTABLE FOR:** The management of the School Library and the co-ordination, delivery, monitoring and evaluation of a range of SEND interventions to address the needs of individuals and groups of students.
- ACCOUNTABLE TO:** SENCO

### KEY ACCOUNTABILITIES:

1. To support the school's ethos and aims as expressed in the School's Mission Statement and Aims
2. **KEEPING CHILDREN SAFE-safeguarding and promoting the welfare of all children and young people in school.**  
It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter for every child.  
  
All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.
3. To manage the School Library and promote its use by students and staff.
4. To support teaching and support staff in meeting the needs of students with SEND
5. To co-ordinate and deliver a range of SEND interventions for individuals and groups of students
6. To monitor and evaluate the effectiveness of SEND interventions

7. To act as the School's Co-ordinator for Young Carers, supporting these students as required and liaising with external agencies where appropriate.

### **KEY TASKS:**

1. 1.1. To maintain the school Library to a high standard and work with teaching staff to promote and facilitate reading for pleasure across the school.  
  
1.2 To develop the Library as a safe learning environment for individual and small groups of students  
  
1.3. To co-ordinate differentiated learning materials in the Library to promote autonomous learning  
  
1.3. To monitor the use of the Library as a vital teaching and learning resource for all students and staff.
2. 2.1. To co-ordinate the use of a range of resources to support teaching and learning for students with SEND e.g. Twinkl, Lexia, TTRS, ASDAN materials  
  
2.2. To co-ordinate the weekly schedule for Chessbrook Outreach and MHST interventions  
  
2.3. To attend training opportunities on Lexia, Twinkl, ASDAN etc as available and disseminate training to colleagues as appropriate  
  
2.4 To liaise with feeder primary schools on appropriate learning materials and approaches for students working below KS3 attainment levels
3. 3.1. Management of online SEND resources including Lexia, Accelerated Reader, TTRS  
  
3.2. To work with the SENCo and Learning Support Assistants to devise, deliver, monitor and evaluate an appropriate intervention programme for students with SEND.  
  
3.4 To co-ordinate whole school spelling tests annually  
  
3.3. To mentor students with SEMH needs  
  
3.4 To attend meetings with parents and/or external agencies as appropriate

- 4. 4.1. To maintain and disseminate to staff an accurate and up-to-date register of Young Carers
  - 4.2. To liaise with PALCs and the Pastoral Team around the needs of this group of students
  - 4.3. To provide opportunities for Young Carers to meet in school to discuss their needs and support available
  
- 5. 5.1. To liaise with parents and external agencies as appropriate to meet the needs of individual Young Carers
  
- 6.
  - 6.3. To undertake any other reasonable tasks as directed by the Line Manager or Head teacher

Headteacher/line manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Post holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_