



**Polden Bower School
JOB DESCRIPTION**

POST: Librarian/Assessment HLTA

Grade: 12

REPORT TO: Senior Leadership Team

Main Responsibilities and Duties:

This Job Description is directed towards a Librarian/Assessment HLTA at Polden Bower School.

Under the supervision of a qualified teacher:

- Cover short-term or planned absence, delivering planned work set in the absence of the teacher.

Librarian:

- To oversee the continued development of the school libraries across the partnership, working closely with the English Leads and Senior Leaders to ensure resources are catalogued, relevant, and that libraries are well-maintained.
- Offer guidance about and oversee reading schemes linked to the schools' phonics programme, ensuring books are sequenced and catalogued appropriately for ease of access for staff and students.
- To oversee the management of the school library computer system and attend relevant training to ensure staff and students are able to fully access the system.
- Guide the work of student librarians, providing support to enable them to develop librarian skills and independence through work experience.
- Create and maintain wider resources to support the development of reading across the schools, including story sacks, displays, and activities.
- To work closely with English Leads to support the promotion and delivery of nationwide initiatives and celebrations of reading such as World Book Day.
- To actively promote reading across the partnership.
- To support class-based staff with enteral feeding and medical interventions.

Assessments and Academic Interventions:

- Work closely with English and Maths Leads across the partnership to support student assessment at key points throughout the year, providing a consistent approach to assessment and training staff in relevant approaches if required.
- Under the direction of the Strategic Inclusion Lead, support the identification of student learning needs and barriers to learning through conducting screeners and diagnostic assessments.

- Ensure the timely completion of screeners and diagnostic assessments as directed by the Strategic Inclusion Lead and provide results ready for analysis and report writing.
- To work closely with the Strategic Inclusion Lead to liaise with families to discuss results of diagnostic assessments and possible next steps, including interventions.
- Under the direction of the Strategic Inclusion Lead, deliver time limited interventions which are purposeful and tracked for impact.
- To undergo relevant training in relation to assessment and interventions as appropriate to the role, including phonics training.
- To support the monitoring of EHCP Section F provision to ensure all academic interventions required are identified and referrals made to the Intervention Panel for allocation, tracking, and monitoring for impact.
- To be trained in all aspects of exams access support, including the role of Reader, Scribe, Prompter, and Invigilator.

Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure, and suitable learning environment.

- To support the delivery of agreed interventions, working within the NEST team.
- To upkeep data files, catalogue resources, maintain inventories, photocopy, and use ICT systems for administration and educational purposes.
- Organise the making and ordering of resources in line with planning requirements.
- Help devise and work to a costed development plan.
- Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress.
- Assist when asked in the preparation for educational visits, and where appropriate accompany pupils.
- Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- To cover for colleagues when they are absent or deliver agreed sessions to groups or whole class, under the direction of the Senior Leadership Team.
- Take part in induction and ongoing CPD of the team.
- Deliver training beyond the Federation.

To provide care and supervision of pupils within the classroom, within the school and outside of the school.

Typically, the job will include all, or most of the following elements:

- Supervise pupils around the school. Supervise pupils in playgrounds and when entering and leaving using school transport.
- Escort pupils to school transport or parental transport, home or to hospital as necessary.
- Assist in the assessment of individual achievement as directed by the class teachers.
- Assist pupils to achieve independence in their eating and drinking, in a controlled environment.
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support, and assistance to the pupil in respect of toileting, eating, mobility, and dispensing medication (following appropriate training) ensuring compliance in the administration and implementation of specified care arrangements.

To provide care and supervision of pupils within the classroom, within the school and outside of the school.

- Where a current First Aid qualification is held, in the absence of other medical facilities:
 - Dispense medicines in accordance with school policy.
 - Undertake First Aid.
- To support and monitor other staff in medical/care procedures.
- Under the direction of Health Service professionals, undertake activities in support of occupational therapy, physiotherapy, and speech therapy.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs, and monitor the achievements of targets set out on the pupils' IEP and assist in the development of risk assessments.
- You will be required to meet deadlines within your role to ensure the smooth running of school processes, such as attending/collating information for annual review.
- To undertake a key worker role when required.
- To liaise with professionals from other education settings.
- To support inclusion sessions in other settings.
- Where appropriate to work with pupil groups, using a range of strategies to gain acceptance and inclusion of our pupils.
- To support inclusion sessions in other settings, working with collaborative/co-operative working relationships in supporting students' needs.

To be aware of and comply with the Federation Health & Safety and Child Protection reporting procedures.

Agreed that the job description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: