

Job Description

Post Title:	Library Leader and Literacy Intervention Practitioner
Location:	John Port Spencer Academy
Salary/Pay Range:	NJC Points 13-17
Hours of work:	37 hours per week, 39 weeks (Term Time, incl inset Days)
Reporting to:	Assistant Principal with responsibility for English / SENCO
Department/Team	Education Support Staff
Purpose of Role	To manage the school library and to lead on reading interventions

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Main Duties and Responsibilities

The management, development, promotion and evaluation of an effective learning resource and information service which supports learning and teaching across the school.

The postholder will promote literacy across the school and lead small intervention groups to support students with low levels of literacy. Under the leadership of the SENCO, you will plan and deliver reading programmes, support Key Stage 3 reading tests, and assist the English Faculty in implementing initiatives to foster a love of literature and improve reading skills. The postholder will oversee Homework Club in the morning and after school as well as ensuring that the Library is open to students during break and lunch times, creating a welcoming and purposeful environment for independent study and reading.

1. Organise and manage the library, ensuring its effective use by classes, groups and individuals.
2. Ensure the library area encompasses the educational aims of and objectives of the Academy and complies with Data Protection, copyright and health & safety.
3. Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school.
4. Ensuring equality of access for all pupils and staff to high quality learning resources
5. Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning

6. Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.
7. Promoting reading and the enjoyment of reading in all its forms.
8. Providing support to teaching staff in the creation of classroom resources, to include reprographics where necessary.
9. Lead the development and implementation of the Library Development Plan annually.
10. Plan, deliver, and evaluate the success of targeted reading interventions
11. Support Year 7 induction by providing sessions to develop students library skills
12. Deliver sessions for students and staff on research and literacy programmes
13. Provide support and guidance to students undertaking research projects
14. Oversee Homework Club before and after school
15. Ensure Library access during break and lunch times
16. Create a warm and welcoming environment for reading, learning and research.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role including governance.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable	Evidenced by A,I,T
Qualifications and experience			
Excellent standard of education especially with regard to literacy and numeracy skills.	Y		A,I
GCSE Maths and English grade C or equivalent	Y		A
ICT competence at a level to meet the demands of the job	Y		A,I
NVQ Level 3 or 4 in Administration or similar IT qualification		Y	A,I
Previous experience in an educational environment		Y	A,I
Knowledge and skills			
Ability to work calmly under pressure	Y		A,I
Ability to communicate clearly orally and in writing	Y		A,I
Ability to work collaboratively with colleagues and engage students	Y		A,I
Ability to work within school based systems and specified timelines	Y		A,I
Working knowledge and love of children's literature	Y		A,I
Ability to proficiently use office computer software including word processing, spreadsheets, google documents, databases and internet systems	Y		A,I
School management information system		Y	A,I
Academy procedures		Y	A,I
Excellent interpersonal skills with the ability to maintain strict confidentiality	Y		A,I
A diplomatic and patient approach	Y		A,I
Initiative and ability to prioritise own work and that of others to meet deadlines	Y		A,I
Efficient and meticulous in organisation	Y		A,I
Able to follow direction and work in collaboration with the leadership team	Y		A,I
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	Y		A,I
Ability to evaluate own development needs and those of others and to address them	Y		A,I
Commitment to the highest standards of child protection and safeguarding	Y		A,I
Recognition of the importance of personal responsibility for health and safety	Y		A,I
Commitment to the Trust's ethos, aims and whole community.	Y		A,I