



## Job Description

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e., it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

<b>Job Title:</b>	Study Centre and Reading Development Leader
<b>Grade:</b>	6
<b>Salary:</b>	FTE Salary – £31,537 – £34,434 per annum
<b>Actual salary:</b>	£28,287 – £30,885 (89.69% FTE)
<b>Hours:</b>	8:30 to 16:30 (37½ hours per week, term time plus two weeks holiday hours) with 30 minutes unpaid break
<b>Job Purpose:</b>	To lead the effective use of the Study Centre as a vibrant hub for learning and reading, enhancing student achievement through the delivery of high-quality literacy and study interventions. To promote and support whole-school strategies that raise attainment and foster a culture of reading for pleasure and progress.

## Main Duties and Responsibilities

### *Reading and Literacy Development*

- Take a leading role in promoting a whole-school culture of reading for pleasure and academic achievement to staff, students, and parents.
- Actively model and champion reading by engaging with students and staff as a visible advocate for literacy.
- Contribute to the development and implementation of the whole-school literacy and reading policy.
- Work with the Literacy Lead to plan, deliver, and evaluate targeted reading interventions.
- Support reading lessons and provide tailored interventions for developing readers.
- Analyse reading data and liaise with staff to evaluate the impact of reading initiatives and identify students for additional support including EAL.
- Work with SLT and curriculum leaders to facilitate interventions to KS4 students identified as not making required progress.
- Proactively work with staff to source curriculum focussed reading resources.



## *Student Leadership and Reading Culture*

- Recruit, train, and lead a team of Student Reading Ambassadors to promote reading and support Study Centre activities, including paired and reciprocal reading initiatives.
- Organise and host reading-focussed events such as author visits, book fairs, and reading challenges to raise the profile of reading across the school.
- Support communication and celebration of reading successes through displays, assemblies, and school media.
- Foster strong engagement with parents and the wider community to encourage reading beyond the classroom.

## *Study Centre Management*

- Maintain an inspirational and well-organised Study Centre environment that supports independent study, reading, and homework, ensuring high standards of behaviour and engagement during opening times, including breaks and lunchtimes.
- Curate, manage, and maintain the Study Centre's book and resource collections, monitoring borrowing trends to ensure stock remains engaging, relevant, and inclusive.
- Lead on librarian duties, including cataloguing, issuing, and returning books and maintaining accurate records through the library management system.
- Undertake administrative duties related to the Study Centre, including booking systems, equipment maintenance, and resource management.

## *Professional Development and Wider Responsibilities*

- Keep up to date with CPD, educational research, and best practice in literacy, applying this knowledge to improve provision.
- Participate in whole school CPD by sharing good practice with staff
- Undertake networking opportunities to inform good practice.
- Provide first aid support as part of the school's first aid team.
- Undertake any other reasonable tasks commensurate with the grade and nature of the post, as directed by the Headteacher.

*This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*