

JOB DESCRIPTION – LIBRARIAN

Salary: Grade NJC 9-12

Working Hours: 8.15am – 3.15pm (32.5 hrs/wk), Monday to Friday, term time only plus 3 Inset Days

Role Overview:

As a Librarian at John O'Gaunt, you will continue to manage and grow our library provision, actively support our layered approach to reading, help lead on reading initiatives and interventions across the school, and you will work to enthuse students about reading.

You will work closely with the SEND team, English faculty and Subject Leads to enhance students' reading skills and motivation and help us continue to build our 'Reading is Power' culture.

This is a role that is central to improving the life chances of students by supporting all, regardless of starting point, to be more competent, confident, critical readers.

Key Responsibilities:

- Manage library operations and resources;
- Promote a culture of reading school-wide;
- Develop, deliver and support reading programs for diverse student needs;
- Oversee, facilitate and track reading progress at KS3;
- Organize and promote enrichment activities and author visits.

Main duties and responsibilities:

Supporting reading will and skill:

- Collaborate with the SEND team and English faculty to support reading skills and motivation as part of a layered reading approach;
- Contribute to the development of a robust approach to tracking and monitoring reading ability at KS3;
- Contribute to the development and facilitation of intervention programs and strategies, in collaboration with the Faculty Lead for English, that support students' reading fluency, talk about reading, and comprehension;
- Support the SEND team with students identified for the Fresh Start phonics intervention program;
- Plan, promote, organise and facilitate peer mentoring and volunteer-led reading opportunities;
- Promote our VIPERS and reciprocal reading strategies approach through library activities;
- Support the whole school literacy lead with effective implementation of the Tutorial Reading Programme and other school wide approaches that support reading.

Supporting a culture of reading:

- Manage the organisation and operation of the library, ensuring regular book restocking in collaboration with Hampshire Schools Library Service;
- Enhance and promote the use of online platforms and resources related to reading and the library, including the promotion of The Day online newspaper;
- Develop the library as an inclusive hub that supports reading, oracy and the broader curriculum so that all feel welcome, regardless of reading skill;
- Promote a reading culture - our 'Reading is Power' approach - across the whole school, using various strategies and systems;

- Liaise with subject leaders to integrate reading into the curriculum and support the library's routine use in various subjects;
- Support struggling readers, and stretch and challenge confident readers, via a range of enrichment opportunities;
- Promote and organise reading events such as World Book Day and other cultural events;
- Establish and coordinate enrichment clubs related to the library;
- Coordinate author visits as part of the library's enrichment activities;
- Oversee, recruit and mentor student librarians;
- Create and promote JOG book-bites fortnightly;
- Conduct regular student feedback sessions on reading experiences to address needs;
- Collaborate with other Librarians/Reading Intervention Leads across the Trust to share best practice.

The jobholder may be required to perform duties other than those given in the job description. Particular duties and responsibilities may vary from time to time without changing the overall level of responsibility. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

All non-teaching employees are subject to a probationary period of six months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence. *This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

PERSON SPECIFICATION - LIBRARIAN		
Criteria	Essential	Desirable
Experience	Experience in managing a library or similar environment. Experience in promoting literacy and reading within an educational setting. Experience in tracking and monitoring data. Experience of leading, teaching and talking to small groups.	
Qualifications and Training	Evidence of continuous professional development linked to reading.	Relevant library or information management qualification.
Knowledge and Skills	Strong organisational and communication skills. Ability to develop and implement reading programmes linked to data and responsive to need. Knowledge of current educational reading research, strategies and resources.	
Personal Qualities	Passion for reading and literacy. Ability to inspire and engage students. Ability to support staff with their disciplinary 'reading' curriculum. Commitment to the school's ethos and values of 'Ambition; Care; Courage' Research driven and forward thinking. Ability to think creatively, flexibly and responsively.	

Safeguarding and Equal Opportunities:

Excalibur Academies Trust is an equal opportunities employer.

The Trust is proud to serve a diverse student and parent community.

The aims of the Trust's recruitment policy are to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position; to ensure that all job applicants are considered equally and consistently; to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age; and to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.