



Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	Librarian and Study Centre Co-ordinator
Grade	E (SCP 11-16)
Contract	36 hours per week, term time only plus 5 additional days. Additional days are worked to support activities out of school hours such as Parents' Evenings and during the school holidays as required by school.
Working pattern	Monday – Thursday 8:00am to 4pm and Friday, 8am to 3:45pm
Actual salary	£25,517 - £27,671
Responsible to	Appointed member of the Senior Leadership Team
Responsible for	N/A

Core Purpose

The core purpose of the role is to manage the day to day running of the library/study centre, to support the whole school priority of reading and making the library a central hub within our school. This includes the coordination and monitoring of the reading intervention programme.

Through a passion for reading and with creativity and proactiveness, the post holder will inspire a reading culture that develops life-long learners and provide additional support for students who access the library.

Job Description

Day to day management of the library

- Maintain the library lending/operating system.
- Analyse the impact of library and lead increased engagement termly.
- Manage resources within the library/study centre including the selection and organisation of books and other resources, issue, return and renew books whilst also generating reports.
- Ensure the library is well ordered and aesthetically pleasing space, with engaging and up to date displays. Oversee and manage the students who are accessing the space and provide any support that they require, including student librarians.
- Co-ordinate a school-wide culture of reading for pleasure through the implementation of events, competitions, challenges and the creation and development of after school library clubs or similar (support from reading/literacy lead)
- Assist students in the selection of appropriate reading materials.
- Support the facilitation of Library events and ensure these events are communicated to all.
- Manage behaviour in the library, at social times/after school in line with the schools' behaviour policy, establishing a positive, engaging, friendly working environment.
- Manage student librarians positively.

Reading Intervention

- Oversee the reading intervention programme
- Deliver training to key staff on Accelerated Reader (Initial training provided)

- Record and monitor students' intervention performance, ensuring that progress is monitored and communicated to staff and students.
- Facilitate intervention sessions, under the direction of the Curriculum Leader of English and SENDCO.
- As required, deliver small group interventions under the direction of SENDCO

General Admin Support

- Provide admin support for careers education.
- Provide admin support to school as required.
- Coordinate the renewal/upkeep of school displays with departmental staff.

Decision Making and Problem Solving

- Respond independently to queries and use judgement and initiative to deal with unforeseen problems and circumstances, with limited guidance.
- Identify long-term solutions to a problem using knowledge and experience
- Collaborate with colleagues within school as appropriate.

Developing Self and Working with Others

- Provide advice to peers and other stakeholders and independently resolve a range of standard and unforeseen issues, within pre-determined operational limits.
- To create and maintain good working relationships with all members of the school community.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discrimination.

Continuous Improvement

- Advise on, support and propose changes in procedures, plans, and policies as required.
- To engage in professional development and further reading of educational research to extend personal knowledge to support this role.

Contribution to Whole School

- To play a full part in the life of the School community, to support its ethos and to encourage students to follow this example.
- To promote actively the School's corporate policies.
- Maintain a high level of confidentiality due to the nature of the work undertaken.
- To commit to the safeguarding of all children and young people.
- To carry out supervision duties as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.