



## **JOB DESCRIPTION**

### **Reading Catch Up and Literacy Coordinator**

**Reporting to:** Head of English

#### **Main Purpose of the Post**

To oversee the school's chosen whole school reading strategies (Accelerated Reader/ STAR Reader. To manage the Library Resource Centre, providing an effective library and information service to staff and pupils.

#### **Main Duties**

- Draw up and implement improvement plans for reading catch up which reflects the aims of the School Improvement Plan and to regularly monitor effectiveness
- Plan and oversee the library budget, including the preparation of budget bids, and the compilation of an annual report on the library's stock and development needs. This will include consultation with the Subject Lead for English
- Review the existing collection of materials and together with the Subject Leader for English, be responsible for purchasing of new materials to support the wider aims of the school improvement plan
- Catalogue systematically, classify and index Library resources and compile book lists and other promotional materials
- Organise and lead reading clubs/ book groups (before school, during break times and after school); create book displays, enter, and promote competitions across the school and lead a team through the Carnegie awards, and other such events i.e., World Book Day.
- Organise and bring in visiting authors who will present to students/conduct workshops and other reading events
- Track students' success and create/arrange rewards and prizes for distribution (certificates, book tokens, books to read, other rewards).
- Create and run a student librarian programme for break times/before and after School
- Work closely with the Subject Team Leader of English on reading and wider literacy initiatives and with other leaders to promote a love of reading across the school and within lesson time
- Support and administer the Accelerated Reader programme, liaising with staff, students and parents
- Lead induction sessions for all students and staff so they are confident in their use of the library and provide training and support for students and teachers for reading programmes, currently Accelerated Reader. To include induction on strategies for finding information in the library and the effective use of appropriate resources, and the use of ICT in the Library
- Remain up to date with all technologies used to run an effective library service
- Use the Library management system to issue and discharge books and other materials and provide statistical reports
- Promote and disseminate information relating to resources, to staff, students, and parents as appropriate
- Ensure a high standard of display and promotional material to enhance the standard of appearance of the library and provide an attractive environment conducive to study
- Liaise with external agencies where appropriate, including organisations that support our commitment to the GATSBY Benchmarks

**Specific Responsibilities as a member of staff:**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, and confidentiality and to report all concerns to an appropriate person without delay
- To be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Promote and act in accordance with the Code of Conduct and all school policies including the Health and Safety Policy, Equality Policy, and Data Protection Policy
- Effectively represent the school when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents, and colleagues
- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is always given priority
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Always support the ethos of the school and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Attend school events as required and make a positive contribution during such events
- Attend regular meetings before and after School hours, including morning briefings
- Be willing to undertake first aid training if required

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

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.

**Signed** (Post Holder) ..... **Date** .....

**Signed** (Line Manager) ..... **Date** .....