



Librarian/Targeted Literacy Coordinator

JOB DESCRIPTION

Role Purpose:

The purpose of this role is to promote and manage the use of the library, supporting pupils' learning and their development into confident, independent readers and supporting whole school literacy aims.

Key Accountabilities:

Reporting to the Academy's Literacy Lead, this post holder will be accountable for:

- To establish a strong vision of oracy reading and writing, and its value, across the school community
- To develop and implement a whole-school action plan for literacy
- To identify and maximise opportunities such as assemblies, lunchtimes, parents' evenings, and events, for oracy to be developed at a whole school level
- To raise the profile and visibility of oracy, reading and writing
- To support leaders to design a curriculum for oracy, reading, writing which develops students' skills and knowledge and is planned and designed with the strengths and needs of students in mind to ensure progression
- To ensure students have meaningful opportunities to use and practise their literacy skills in lessons and outside the classroom
- To support the delivery of oracy, reading and writing teaching across the school and evaluate how the oracy curriculum is being implemented
- To develop teacher expertise in literacy, pedagogy and practice. This could include but is not limited to coaching conversations; co-planning and team teaching; developing and sharing resources; running whole-school or targeted CPD; attending planning and curriculum design meetings; opening up your classroom for others to learn; developing an oracy working group; running lesson study
- To build and support a wider literacy team who champion oracy in their curriculum areas
- To monitor and evaluate the effectiveness of oracy, reading and writing across the school. This could include but is not limited to: listening walks; lesson observations; student feedback; use of technology; informal discussions; analysis of assessment data; attending planning meetings

Culture

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- Responsible for Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-A CT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to *think big* for yourselves and for the world around you;
- We want everyone to *do the right thing* in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong *team spirit*, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team
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	<ul style="list-style-type: none"> • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • To be transparent and open • To be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small of your colleagues • Be generous with sharing your knowledge to help develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other people's needs and show an ability to offer genuine support • Show an awareness and respect for people's differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement	Assessed at
E – Essential	A – Application Stage
D – Desirable	I – Interview Stage
	P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Degree or equivalent relevant qualification	X		X	X	
	Professional library qualification		X	X	X	
	Library management systems	X		X	X	X
	Knowledge of the National Curriculum relevant to the provision of learning resources		X	X	X	X
	Good knowledge of children's and/or young adult literature	X		X	X	X
	Knowledge of copyright laws and limitations	X		X	X	X
Experience	Experience of working in a library	X		X	X	X
	Development of a school library collection and learning resources	X		X	X	X
	Experience of budget management	X		X	X	X
	Experience of identifying and applying for grants/funding for school library development		X	X	X	X
	Experience of working with children of the relevant age groups	X		X	X	X
Skills	Intellectually curious; willing to engage with current research around literacy teaching	X		X	X	X
	Able to influence and inspire colleagues to make sustainable change	X		X	X	X
	Compelling storyteller who makes the case for change and shares what is working	X		X	X	X
	Confident communicator who is comfortable delivering CPD at a whole school level and sparking conversations about literacy practice	X		X	X	X
	Excellent classroom practitioner who is committed to developing the communication skills of all students	X		X	X	X



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	Strategic thinker who makes informed decisions about where to start in order to build confidence and competence in others	X		X	X	X
	Experimental, exploring oracy, reading and writing practice to understand how it works best in your context	X		X	X	X



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