



LIBRARY MANAGER AND SUPPORT FOR LEARNING COORDINATOR

The Library Manager and Support for Learning Coordinator will manage the Library to assure its role in promoting serious intellectual engagement amongst pupils, and play a key role in supporting the learning of Mount Kelly pupils, principally from Years 9 – 13. S/he will also support the delivery of the Extended Project Qualification (EPQ), and provide administrative support to the Guidance Department.

- **Library management (Line Manager: Deputy Head (Academic), but will work closely with the Head of English)**
 - Maintain an atmosphere conducive to study and learning, managing pupil behaviour and liaising with House staff as necessary
 - Promote the Library as a learning resource for all pupils
 - Manage book stock, liaising with the English Department in the development of the Fiction Section, and with Subject Leads as appropriate in the development of subject-specific areas of the Reference Section.
 - Promote pupils' ability to negotiate the internet by supporting them in their research, and by providing guidance in the use of online applications to ensure that users can make full use of the facilities available.
 - Manage the library budget to ensure that resources are maximised, that value for money is obtained, and that overspending does not occur.

- **Support for Learning (Line Manager: Deputy Head (Academic), but will also work closely with the Director of Learning Support and of EAL Department)**
 - Assist Director of Learning Support (SEND) with Year 12/13 pupils requiring learning support
 - Assist Head of EAL with overseas pupils requiring learning support
 - Promote a reading culture, including implementation of the Accelerated Reading Scheme
 - Support pupils in all years with research skills
 - Manage supervised study sessions for pupils in Years 9, 10 & 11
 - Supervise Year 12 pupils in private study in Library

- **Support for Extended Project Qualification (Line Manager: Deputy Head (Academic))**
 - Assist with tutoring pupils researching for the EPQ
 - Formally teach study, research and learning skills to Year 12 pupils as part of the Beyond the Curriculum programme

- **Administrative support for Careers and UCAS Guidance (Line Manager: Head of Guidance)**
 - Maintain Guidance database and library
 - Assist Head of Guidance with Preview and Centigrade
 - Advise pupils on research into post-School options

Skills and Knowledge	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Experience using MS Office including Word, Excel and PowerPoint • Proven organisational skills • Ability to communicate effectively across the school community • Ability to remain calm under pressure and to employ tact and diplomacy in difficult/sensitive situations • Proven ability to work independently and on one's own initiative
Qualifications/ Experience	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Experience of working in an educational setting • Experience of working with SEN or EAL would be an advantage • Experience of working in a school library or other similar environment would be an advantage
Other Requirements	<ul style="list-style-type: none"> • Satisfactorily meeting the schools employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK