



A joint Catholic & Church of England Academy

Job Description

Accelerated Reader and Learning Resources Co-ordinator

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| Salary: | NJC 3 |
| Hours: | 30 hours (Term time only) 10.00am – 4.30pm |
| Post overview: | <p>To be responsible for the running of the library including:</p> <ul style="list-style-type: none"> • High level of administrative duties including running and overseeing the Accelerated Reader system • Encourage and support young people to love reading • Communication and co-ordination of staff • Track, monitoring and plan interventions in response to data • Strong time management and ability to prioritise |
| Accelerated Reader: | <ul style="list-style-type: none"> • Supervise students and ensure the AR programme works smoothly • Facilitate AR and SIMS data to ensure the programme is evaluated and impacts literacy • Liaise with SLT and the Head of English to ensure the day to day running of AR is effective |
| The Library: | <ul style="list-style-type: none"> • Keep the library in good order and encourage students and staff to use the library • Manage the library budget including stock ordering • Use the library software to ensure the library runs smoothly • Manage the issuing and returning of the library stock • Catalogue new books ready for shelving via the AR system • Develop and implement a library policy which reflects the educational aims and objectives of the whole school • Assist with the behaviour management of students • Promote the library and its resources both within the library and the whole school. • Inspire a love of literacy and promote reading for pleasure • Prepare displays and organise celebrations • Provide information and guidance to students and staff on information retrieval and reading materials • Develop networks with other library professionals • Be committed to ongoing personal development |

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| General: | <p>All the above duties and responsibilities are to be carried out as designated by the Principal and in line with the agreed policies and procedures of the Academy.</p> <p>This Job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.</p> |
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Personal Specification

| | Essential | Desirable |
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| Qualification and Development: | <ul style="list-style-type: none"> GCSE grade C or equivalent in Maths and English | <ul style="list-style-type: none"> Degree in Library/Information Studies or first degree with postgraduate library qualification |
| Experience/Abilities | <ul style="list-style-type: none"> IT skills and knowledge of Microsoft Office, including Excel and Word Experience of learning new software Research skills Confidence in working with young people aged 11-18 Ability to communicate effectively to all members of the Academy community Enthusiasm and a commitment to the key role of libraries in the learning process Organisational and time management skills Flexibility and a willingness to undertake a wide range of library duties | <ul style="list-style-type: none"> Familiar with library software Experience of the Accelerated Reader programme Experience of managing a busy school library Sound knowledge of literature for young people Teaching experience |
| Signed | <i>Patnick Ferguson</i> | Principal and CEO |
| Date | 7th January 2020 | |