



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	LRC Co-ordinator and Literacy Support Assistant
GRADE / SALARY	A8 – A14
WORKING PATTERN	Term time only
DEPARTMENT	English
LOCATION	LRC
REPORTING TO	Director of Learning: English
RESPONSIBLE FOR	LRC

This job description details the responsibilities of the post, but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the academy and the GMAT.

Job Purpose

- To manage the day to day operations of the Learning Resource Centre (LRC)
- To maintain and promote an exciting, inviting and safe LRC
- To contribute to the Academy culture of reading for purpose and pleasure
- To contribute to the support and progress of students with literacy difficulties

Job Description

- To support staff and students in the effective use of the LRC
- To supervise students use of the LRC, maintaining high standards of behaviour
- To promote active engagement with the LRC for all students
- To provide opportunities for students to engage with reading for pleasure
- To support departments to include appropriate texts and reading activities within their curriculum
- To plan and deliver literacy workshops for students with literacy difficulties
- To ensure effective and innovative use of technology to support engagement with text
- To support the English department and SEND department to effectively implement Accelerated Reader
- To organise and facilitate events to provide enrichment opportunities for students
- To lead a small group of student ambassadors to promote, organise and manage use of the LRC
- To provide a safe, engaging and welcoming environment for all students

Person Specification Applicants should be able to provide evidence of their ability to meet the following criteria.

Qualifications		Essential	Desirable
1.	Educated to Degree Level or equivalent		*
2.	Willingness to undertake further professional development as appropriate in alignment with the requirements of the post	*	
Experience and Knowledge			
3.	Experience of working in a library		*
4.	Rigorous subject knowledge of Literature and literacy	*	
5.	Evidence of engaging in ongoing professional development	*	
6.	Evidence of driving whole Academy improvement/ initiatives	*	
Competencies - Personal Qualities, Skills and Attitudes			
7.	A commitment to striving for the highest outcomes	*	
8.	Ability to lead a team	*	
9.	Ability to make cross curricular links to create thematic learning		*
10.	Ability to build and maintain effective relationships with students	*	
11.	Ability to forge successful partnerships to enhance student experience and outcomes	*	
12.	Ability to reflect, develop, evaluate and disseminate	*	
13.	Ability to hold other professionals to account whilst inspiring them		*
Values			
14.	An understanding of the mission, vision, values and ethos of the Trust	*	
15.	A commitment to promote and support the mission, vision, values and ethos of the Trust.	*	
16.	Possess drive, enthusiasm, integrity, determination and energy to contribute to improving the life chances and experiences of our students.	*	
Statutory and Legal Compliance			
17.	Completion of statutory enhanced Disclosure Barring Service (DBS) checks	*	

In addition to the above specific duties all staff are required to:

- Participate in Performance Review.
- Promote and implement equality and diversity.
- Comply with legislation and adhere to Manchester Communication Academy's policies and procedures.
- Have due regard for safeguarding and promoting the welfare of children and young people.
- Contribute to the fulfilment of Greater Manchester Academies Trust's vision, ethos and strategic plan.
- Participate in professional development and fulfil contractual obligations.
- Attend appropriate meetings, both within the Academy and as appropriate to your role
- Respect confidentiality

The Greater Manchester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.