



## Job Description

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**Job title:** Learning Resources Centre and Reading Intervention Manager  
**Reports to:** Director of Learning - English (DoL)  
**Location:** Longfield Academy

### Job purpose

- To provide support and high-quality customer service to the users of the Library
- To promote reading across the Academy through a variety of mediums (e.g. library, MyON, Accelerated Reader)
- To promote the use and benefits of the Library, promoting student engagement
- To maintain AR data and share it effectively with the academy
- To provide support to curriculum staff in developing students' independent study skills through activities such as learning sessions and inductions
- To provide effective learning spaces and resources to support independent learning and welcoming service for all members of the academy
- To co-ordinate the day-to-day running of and supervision of users in the Library
- To oversee high quality literacy intervention to individuals and small groups whose literacy levels are below expected
- To support the English department in the resourcing/ordering of materials and resources (PSF)
- Possibility to expand interventions into KS4 for the right post holder

### General responsibilities

#### *Running of the Library*

- To oversee the issue of and recall of books, generating and circulating overdue notices by getting in contact with parents/carers where necessary to recall books
- Oversee the day-to-day running of the Accelerated Reader programme, including maintaining the class folders, supporting students with quizzing, and issuing of prizes
- Oversee the management of data for the Accelerated Reader programme
- To liaise with the English faculty to create timetables for students to access the Accelerated Reader programme regularly
- To conduct stock audits, as well as purchasing books and resources relevant to the curriculums being taught across the academy
- Delete old and redundant stock, catalogue new stock, collate wish lists and requirements from departments and students
- Take responsibility for and manage the Library budget and ordering resources for the English department
- To promote and exploit resources and new media forms through displays, publications, video and other digital formats that tie into the curriculum
- Ensure that the Library area is maintained in a clean and functional state at all times and any damages are reported to the appropriate person
- Ensure IBCP and MYP resources are updated regularly
- Liaise with other libraries such as The University of Greenwich and organise trips and visits
- To encourage reading, creativity and appreciation of cultural diversity
- Working with members of staff and students
- Deliver learning resource/library inductions to both students and staff
- Work with the Director of Literacy to establish MyON as an interactive reading tool

- Work with the Deputy Director of Learning to deliver a World Book Day Festival each year and support on other whole school literacy drives
- Run events throughout the year to celebrate and highlight events of cultural significance
- Facilitate independent study classes, helping students focus on their studies and providing support with any research and IT related problems and queries
- Provide guidance and assistance to students and staff on the selection of relevant resources and their effective use both for academic and leisure purposes
- Arrange the effective deployment of student volunteers and supervise their work
- Liaise with designated curriculum teams to acquire and create both digital and printed resources and services appropriate to the changing needs of users and the curriculum
- Be confident and comfortable in working with readers of different ages and abilities on a face-to-face basis
- Deal effectively with challenging behaviour, enforcing the Learning Resource Centre rules to maintain an environment conducive to study in accordance with the academy Code of Conduct
- To work closely with the SEN department to support reading recovery programmes.
- Partner in out-of-hours learning and a promoter of extra-curricular opportunities
- To coordinate and provide regular reports to the DoL and DDoL on the progress made by students on the Accelerated Reader programme
- To ensure that students, teachers and parents have up-to-date information about the progress made by students on the programme

### **Professional Development**

- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme. To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others

### **Professional Values and Practice**

- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the school
- To safeguard the health and safety of all students both on the school premises and when engaged in authorised school activities elsewhere

### **Personnel Specification**

#### ***Experience***

- Experience of working in a school or college library environment
- Experience of utilising ICT and skills to access and retrieve information
- Experience of the Google Suite desirable
- Experience of working with young people and meeting their particular needs and requirements

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.