



JOB DESCRIPTION

Director of Reading and Literature

Key Responsibilities:

- Actively encourage a love of reading within pupils across the school
- Develop a range of initiatives which promote reading
- Support the teaching staff in reading lessons and induction for pupils
- To monitor reading ages through appropriate tracking mechanisms and develop systems for intervention
- Promote and instruct pupils in the effective use of online resources to support their studies
- Provide a welcoming and supportive learning environment in Prep and Senior Library
- To carry out the necessary administrative duties ensuring the smooth running of the Libraries
- To support the English Faculty in enabling them to deliver the curriculum and provide an enriched learning environment

Reading and Literature Strategy:

- To create and deliver a strategy to significantly increase 'reading-for-pleasure' across the whole school
- To use appropriate tracking mechanisms to monitor reading progress over time
- Lead and analyse annual reading tests to monitor reading ages, e.g. NGRT
- Manage online reading schemes, e.g. Reading Rewards
- To work closely with Heads of Faculty to ensure reading lists are relevant and useful
- Prepare and administer year group literature lists
- Manage the Sixth Form subject-based literature lists
- To track reading genres and suggest a wide variety of literature across the school
- Participate with the teaching staff in the School's teaching and learning initiatives
- Arrange regular author visits
- Manage and deliver book clubs and writing clubs

Library Management:

- To continually maintain, organise, manage and up-date the library information system
- To maintain attractive and well-ordered libraries in the Prep and Senior Schools
- Manage the stock of books in both libraries
- Catalogue non-fiction, reference and text books with Dewey Decimal System
- Issue, return and shelve pupils and staff loans

- Ensure the organisation and promotion of On-line resources for pupils and staff
- Instruct pupils in use of excellent research skills, the presentation of content and sensible use of IT
- Guide and assist library users and promote reader development
- Encourage students and staff to use the Libraries through supporting a wide range of library-based activities
- To run and support pupils during Homework Club in the Senior Library
- To maintain standards of discipline in line with Radnor House Sevenoaks policies
- To attend required meetings with colleagues and parents relative to duties outlined in this job description and in line with our published schedule
- To submit the budget to ensure all necessary resources are budgeted and ordered to enable an effective Library service

Pastoral Responsibilities:

- To take a full part in the pastoral arrangements of Radnor House Sevenoaks

Other Considerations:

- To contribute to the co-curricular life of Radnor House Sevenoaks
- To assist in the organisation of learning events and co-curricular activities
- To understand such other duties as the Head or SLT may reasonably request
- To continue the roles outlined in this job description to the highest level

The above statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.