Librarian/Targeted Literacy Coordinator
JOB DESCRIPTION

Role Purpose:

The purpose of this role is to promote and manage the use of the library, supporting pupils' learning and their development into confident, independent readers and supporting whole school literacy aims.

Key Accountabilities:

Reporting to the Academy's Literacy Lead, this post holder will be accountable for:

- Co-ordinating and supporting teachers with the booking and delivery of our immersive technology facility (training will be given)
- Work with targeted students on literacy, reading and EAL support through group intervention and 121 work
- Ensuring that the library is stocked with an up-to-date range of relevant books and resources
- Liaising with teaching colleagues regarding their requirements and recommendations
- Developing a purchasing strategy that ensures the library continuously provides high quality, up to date and appropriate resources, both in print and online.
- Researching new titles and resources that support the curriculum
- Researching and recommending relevant websites
- Creating displays that link to what is being taught in school
- Working within the departmental financial budget, ensure value for money from all procured services and supplies in line with E-ACT's Financial Management policies
- Investigating grants/funding available for school library initiatives
- Managing the booking system
- Ensuring the library catalogues and classification systems are as user-friendly as possible so that readers can find the books they need
- Ensuring that internet use within the library is safe and suitable for users
- Co-ordinating library lessons and ensuring they are effective for all subjects in the Academy
- Promoting a stimulating, safe and welcoming environment for students with a consistent focus on reading and developing independent users
- Developing strong and effective partnerships with other schools, local authorities and organisations to further literacy strategies and initiatives within the Academy

Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to *think big* for yourselves and for the world around you;

- We want everyone to *do the right thing* in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;

- We want everyone to show strong *team spirit*, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	- Show energy, enthusiasm and passion for what you do - Demand the highest quality in all that you do, and in the work of your team

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	• Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	• Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	• Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

KNOWLEDGE, EXPERIENCE & SKILLS

Requirement
E – Essential
D – Desirable

Assessed at
A – Application Stage
I – Interview Stage
P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Degree or equivalent relevant qualification	X		X	X	
	Professional library qualification		X	X	X	
	Library management systems	X		X	X	X
	Knowledge of the National Curriculum relevant to the provision of learning resources		X	X	X	X
	Good knowledge of children's and/or young adult literature	X		X	X	X
	Knowledge of copyright laws and limitations	X		X	X	X
Experience	Experience of working in a library	X		X	X	X
	Development of a school library collection and learning resources	X		X	X	X
	Experience of budget management	X		X	X	X
	Experience of identifying and applying for grants/funding for school library development		X	X	X	X
	Experience of working with children of the relevant age groups	X		X	X	X
Skills	Ability to demonstrate, role model and inspire a passion for reading	X		X	X	X
	Ability to manage pupil behaviour and create a safe environment	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils	X		X	X	X
	Ability to maintain confidentiality and sensitivity around information	X		X	X	X
	Effective use of ICT and other specialist equipment/resources	X		X	X	X

	Ability to deal with a wide range of stakeholders using multiple forms of communication	X		X	X	X
	Ability to organise and prioritise own workload and meet deadlines especially during periods of pressure	X		X	X	X

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