

**Job Description- Learning Resource and Literacy Co-ordinator (Upper School)**

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| **Postholder** | Vacant |
| **Post Title** | Learning Resource and Literacy Co-ordinator (Upper School) |
| **Postholder Reports to** | Literacy Leader |
| **Scale/Salary/ Conditions** | Term Time Only  37.5 hours per week  SCP 5 (£17,013 per annum) |
| **Role Summary** | * The Learning Resource and Literacy Co-ordinator for Upper School will play a pivotal role in the success of the school’s literacy plan by promoting the development of literacy skills, managing a vibrant Learning Resource Centre and working closely with small groups of students to develop their literacy skills. |
| **Main Responsibilities** | In fulfilling the requirements of the post, the postholder will demonstrate essential professional characteristics, and in particular will:   * Inspire trust and confidence in students and colleagues. * Build team commitment with colleagues and engage and motivate students. * Demonstrate analytical thinking to improve the quality of students' learning through using effective teaching techniques and the effective utilisation of resources. * Contribute to the school improvement planning process and support and promote the educational priorities of the academy. * Contribute to the planning, implementation and impact of school policies. * Develop plans which identify clear targets and success criteria for securing student outcomes. * Provide accurate and detailed assessment of student progress and communicate this to the students, school assessment systems and parents. * Promote the wider aspirations and values of the school. * To work with small groups of identified students, helping them to improve their literacy abilities, through appropriately matched interventions. * To provide in class support, where identified, working with small groups of students alongside their English teacher, to improve literacy * To liaise with parents of disadvantaged students / students who are achieving below their chronological reading age in order to promote and support literacy at home. * To analyse literacy data and track progress of identified disadvantaged students / those who are below their expected level, in conjunction with the whole school literacy lead. * To aim to ensure all disadvantaged students / those who are working below their expected level make progress in improving their literacy scores * To promote the enjoyment of literacy, by running an extra-curricular activity each night Monday-Thursday * To organise and manage the LRC on the Upper School site, ensuring that it is used effectively by classes, groups and individual students. * To promote the use of the LRC by all. * To supervise students using the LRC for independent study. * To maintain a welcoming, supportive atmosphere conducive to positive learning and literacy experiences, ensuring the welfare of students * To promote reading and the enjoyment of reading in all of its forms. * To organise book displays. * To promote new authors and fiction titles. * To promote and publicise the services provided by the LRC to the whole school community * To ensure equality of access for all students and staff to high quality learning resources. * To monitor and evaluate the effectiveness of the LRC service and its impact upon teaching and learning. * To manage the LRC software systems. * To manage the overdue process. * To administer the School-link book club. * To liaise with the Display Technician to ensure that each LRC has high quality displays . * To ensure that the LRC is open from 8.40am until 4.15pm * To actively promote the school and liaise with outside agencies as necessary   To undertake other relevant duties which may be required from time to time and which are deemed reasonable by the Headteacher. |

This job description may be amended at any time in consultation with the postholder. It is subject to annual review at the request of the Headteacher or post holder.