



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Librarian and Intervention Support
SCHOOL:	Duke's Secondary School
SALARY:	Band 5
RESPONSIBLE TO:	Head of English

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB: To be the face of reading at Duke's and take a leading role in planning and organising a school library which supports a love of reading.

MAIN RESPONSIBILITIES:

1. Providing assistance for students in developing the skills necessary to use the library efficiently as a research and recreational resource, and as a homework centre for students out of school hours.

This includes:

- The display and issue of books and other learning materials.
- Organising the efficient storage of resources, managing current stock, including digital.
- Organising events such as guest authors, celebration events
- Supervising students using the library and maintaining a supportive atmosphere, conducive to positive reading experiences.
- Supporting and advising staff and students in the selection of appropriate resources.

2. Ensuring that the library is organised in such a way as to integrate teachers' use with the planned delivery of the curriculum, to include:

- Meeting with teachers to plan their use of the library

- Liaison with the School Library Services to receive advice and guidance on purchasing and accessing resources.
 - Meeting with staff to plan the purchase of appropriate books and other resources.
 - Source appropriate reading material to support student interest and needs.
 - Develop and maintain a creative learning space to promote and inspire engagement with
 - reading
 - Taking responsibility for effective use and maintenance of the Library Management System.
 - Promoting and publicising the services provided by the library to the whole school and community.
3. Being responsible for the library budget to ensure best value, organising the purchase of books, learning materials and digital resources.
 4. Organising a team of student volunteers and providing training for those students who wish to take on responsibility within the library, managing rewards for these students.
 5. Using reading age data to analyse gaps in students' reading ability.
 6. To liaise with the SEND Teacher / Specialist Assessor on strategies to improve gaps in students' reading ability
 7. To effectively plan for interventions (leading some 1-1 and small group sessions) to address gaps in students' reading.
 8. To organise and promote schools' reading events across the school year that inspire a love of reading e.g. World Book Day.
 9. To ensure the health and safety of the environment and safeguard the welfare of students who use the library.
 10. Actively promote the school's behaviour policy to support students whilst they are undertaking their work, to ensure a constructive environment.
 11. To continue own professional development, sharing INSET opportunities with colleagues and other librarians.
 12. Maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
 13. To attend relevant courses, particularly in relation to safeguarding, health and safety and deal with any immediate emergencies in accordance with the school policies and procedures to ensure that student/employee safety is assured.
 14. To organise extra-curricular activities on a regular basis – daily, weekly.
 15. To be called upon to perform other duties that the Head Teacher considers reasonable that are commensurate with the grading and description of this post.
 16. To support the Christian Ethos of the school.

OTHER DUTIES:

- To undertake additional duties as required, commensurate with the level of the job
- To contribute to the effective working of the NCEAT
- Maintain positive, professional relationships with students, parents/carers and teachers
- To participate in induction training, staff review processes and professional development opportunities
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice

- The post-holder is expected to familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- The post-holder must comply with the Trust/School's Health and Safety requirements
- specifically for the school they are based
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.

Post Title: Facilities Manager	Department:		Assessment Method
	Essential	Desirable	
Experience		<ul style="list-style-type: none"> ○ Experience of working in an educational environment ○ Understanding the individual student's requirements ○ Experience of working with SEND students 	
Skills & Competencies	<ul style="list-style-type: none"> ○ Enthusiasm, commitment and flexibility ○ Good IT skills in particular Excel, Word and email ○ Support Catholic Ethos ○ Able to develop relationships with young people ○ High personal standards, in terms of punctuality and attendance as well as meeting deadlines ○ Good communication skills ○ Ability to work as a team player 		
Knowledge & Qualifications	<ul style="list-style-type: none"> ○ GCSE English and Math's (grade C or above) or equivalent ○ Willingness to identify and take part in relevant self- 		

	development opportunities		
Other	<ul style="list-style-type: none">○ Satisfactory pre-employment checks including DBS		