

Job description

Post Title: LRC Coordinator	Salary : Grade E SCP 9 - 15	Essential Car user:	N
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Scope of Work – appropriate for this post:

- To manage the daily running and long-term development of the library as a high quality reading, literacy and subject information service for pupils and staff.
- To support teaching and learning within the curriculum departments through pupils use of the library and the provision of resources.
- To plan and deliver literacy interventions to support whole school literacy development. The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

Accountabilities/Responsibilities – appropriate for this post:

The post holder will:

- Support the implementation the school's vision and values
- Ensure that the school policies are promoted and adhered to
- Contribute to developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents/carers and pupils in the school

Specific responsibilities:

- Develop and deliver support programmes for pupils which promote their academic, social and cultural development
- Develop and deliver library lessons to foster a culture of reading across Key Stage 3 and 4
- Develop positive relationships with pupils and staff, creating and enabling a positive learning environment within the library and beyond
- Lead, deliver and monitor the impact of specific programmes designed to enhance the literacy of pupils, e.g. Accelerated Reader Programme and Lexia
- Working with struggling readers in interventions to develop their reading skills
- Monitor library usage by pupils and staff and develop strategies to encourage use by other members of the school community
- Leading reading initiatives to develop reading with parents and carers, and organise family workshops and community learning sessions to develop reading techniques
- Plan and deliver a programme to support the teaching of information literacy and learning skills in partnership with teaching staff.
- Supervision of pupils during school opening hours
- Process all resources, including classification
- Manage and maintain stock on a daily basis including loans, reminders and shelving
- Take the lead on, and prepare displays in the library and around the school

- Develop, manage and lead the library induction programme for all pupils
- Assist pupils with individual studies and enquiries
- Work collaboratively with teaching & non-teaching staff to assist individual / groups of pupils to complete learning activities
- Attend library network meetings both locally & across the county
- To help and encourage pupils to use both electronic and written resources
- Develop and deliver 'out of school hours' clubs and activities e.g. breakfast clubs, reading clubs, Young Librarian scheme, homework clubs
- Research resources and recommended reading lists for curriculum use as directed by teaching staff
- Accompany pupil visits and trips when directed by senior staff
- Assist in the production of teaching aids and displays
- Use school systems to monitor pupil attendance & progress when directed to do so.
- Support with lesson cover when essential

Developing Self and Working with Others:

- Take part in an annual staff appraisal performance review with line manager
- Create and maintain good working relationships among all members of the school community
- To promote appropriate personal and professional development of all staff in the school, providing an example through their own development and practice
- To work collaboratively with teaching staff to support pupils in their learning and the preparation of learning resources
- To set an example to pupils in work ethic, conduct, dress code, punctuality and attendance
- To work collaboratively to develop Trust based literacy programmes and interventions

Individuals in this role may also:

1. Supervise other staff and members of the admin team and manage any related budget
2. Undertake examination invigilation
3. Oversee the internal isolation of pupils and support pupils struggling to access lessons due to wellbeing issues