



## **Cardinal Wiseman Catholic School**

### **Job Description**

<b>Post Title:</b>	<b>LIBRARIAN &amp; LITERACY SUPPORT OFFICER</b>
<b>Responsible to:</b>	Head of English faculty
<b>Purpose:</b>	<p>To manage and oversee all matters relating to the smooth and efficient operation of the school library.</p> <p>To support the implementation of the school's literacy policy and promote and improve literacy throughout the school</p>
<b>Working Time:</b>	Up to 37 hours per week, term-time only plus 5 training days (39 weeks)
<b>Salary/Grade:</b>	Romero Grade 4
<b>Disclosure level</b>	Enhanced
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"><li>• To manage and oversee all matters relating to the smooth and efficient operation of the school library.</li><li>• To be responsible for the acquisition and management of library materials and the development of the library as a learning resource centre.</li><li>• To promote the library as a centre for learning, encouraging maximum use of the library's resources</li><li>• To support the delivery of the school literacy programme</li><li>• To teach library skills, information retrieval skills and revision and study skills</li><li>• To supervise and oversee study in the School Library</li><li>• To work with individual students in assisting them to select books that match their level of literacy and areas of interest</li><li>• Lead and supervise a homework club in the school library on a daily basis</li><li>• To supervise student librarians, arranging induction and providing any appropriate training</li><li>• Carry out reading assessments on a 1-1 basis with students and input assessment results as directed</li><li>• Deliver small group literacy interventions to students as identified by the SENCO</li><li>• To encourage reading and the use of the library as an essential part of the wider curriculum</li><li>• To provide information for teaching staff on matters pertaining to the library and how this can support the school curriculum</li></ul>





	<ul style="list-style-type: none"><li>• To prepare and manage the library budget, selecting and purchasing library resources in consultation with Heads of Faculty</li><li>• To organise the cataloguing, classifying and indexing of the library ensuring this is efficient as possible</li><li>• To promote the use of the school library and create and maintain a quiet productive atmosphere conducive to study and learning</li><li>• To develop links with other school librarians in the area</li><li>• Support and contribute to the overall ethos/work/aims of the school.</li><li>• Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.</li><li>• Attend and participate in relevant meetings as required.</li></ul>
<b>General Responsibilities:</b>	<p><b>Health &amp; Safety</b> You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Academy/School's Health and Safety Policy.</p> <p><b>Child Protection Statement</b> The School/Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment</p> <p>You will be expected to support this approach in the context of your role and to adhere to and always ensure compliance with the school's Safeguarding policies and procedures. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.</p> <p><b>School values</b> Ensure your work, communication and approach conforms to the school values of the School and the wider Academy. Keep up to date, and comply with the School/Academy Rules, Policies and Procedures at all times, as detailed in the School Code of Conduct.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p><b>Catholic Life</b> To make a positive contribution to the wider life and ethos of the school in supporting the school in meeting its legal requirements for worship</p>





### **Special Conditions**

Education is an ever-changing service and all staff are expected to participate constructively in schools and to adopt a flexible approach to their work.

The job description will be reviewed annually during the performance review process and will be varied in light of the business needs of the school.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

