GOSFORTH EAST MIDDLE SCHOOL

JOB DESCRIPTION

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| **DIRECTORATE:** | Education  |
| **SCHOOL/SERVICE:** | Gosforth East Middle School |
| **POST TITLE:** | Librarian & Reading Champion |
| **EVALUATION** |  |
| **GRADE:** | N5  |
| **RESPONSIBLE TO:** | Head Teacher, Senior Leadership Team, SENCO and Head of English |
| **RESPONSIBLE FOR:** |  |
| **JOB PURPOSE:** | To oversee the daily running of the school library.To promote the profile of reading for pleasure in school and instil a passion for reading in pupils.To provide targeted support including curriculum related tasks and small group work in close collaboration with other school staff.  |
| **MAIN DUTIES**: | The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time. |

1. **General**
2. Undertaking activities, as directed by the SLT, with individuals or small groups of pupils
3. Providing clerical and administrative support, e.g. administering coursework and preparing work sheets.
4. Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children’s play.
5. Undertaking routine invigilation and marking. Collating and using data to support reading across the school.
6. **Library Organisation**
7. Responsible for the organisation, library maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
8. Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
9. Preparing pupils’ work for display in the classroom and around the school.
10. Demonstrating creativity in assisting with the practical resourcing of the library.
11. To be a leader and partner with teaching staff in the collaborative design and implementation of literacy programmes throughout the school
12. Create and develop a climate to promote and support reading for pleasure across the school
13. Work with all departments in the school to effectively support and resource each key stage
14. Oversee the daily running of the school library, including issuing and discharging stock, shelving, processing and maintenance of stock, compiling of overdue notices, checking periodicals, typing and filing.
15. Assist library users with the search for books, on-line materials and other resources, providing individual reading guidance and supporting the acquisition of information skills.
16. Assist in the selection and reviewing of books and other resources.
17. Promote the library and/or its materials, including arrangement of displays and exhibitions and the production of book lists and databases author visits, book fairs and organising World Book Day in collaboration with the English Department.
18. Supervise pupils during library opening hours in accordance with the School’s Behaviour Policy.
19. Update and maintain accurate records and administrative systems including stock control including Junior Librarian

14 Listening to pupils read

15 Promoting profile of Reading Fluency Project in school

16 Using pupil reading age to identify if pupils require support and design and deliver appropriate support.

**(c) Pupil Support**

1. Working with pupils directly on reading interventions under the direction of the teacher, SLT and subject leads.
2. Contributing to the delivery of all aspects of the curriculum for pupils, including assessment, recording and reporting procedures and the maintenance of support plans, including the preparation of reports and reviews under the guidance of a designated teacher.
3. Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
4. Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.
5. Working with teachers and other staff in planning the teaching programme and associated activities.
6. Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.
7. Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.
8. **Welfare and other duties**

1 Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.

2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.

3 Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.

4 Administer medication to pupils in accordance with the school’s policy and procedures (only where the post holder, in accordance with the LA guidance, has agreed to be the named volunteer for this task).

1. Actively promoting anti-discrimination policies and implementing the School/Council's equal

opportunities policies in all aspects of employment and service delivery.

**May 2022**