



JOB DESCRIPTION

JOB TITLE: Library and Reading Champion
EVALUATION REFERENCE: AAAE7177
GRADE: 7
RESPONSIBLE TO: SENCO

JOB PURPOSE:

To develop and sustain a love of reading across Key Stages 3, 4 & 5. To effectively manage Accelerated Reader Programme to ensure sustained reading across Key Stages. To manage the testing of students on a quarterly basis. To maintain accurate student records on reading engagement. To disseminate key performance data to Staff, Ofsted, external assessors, and Governors in relation to reading ages and reading engagement. To support students and teaching staff with their enquiries. A flexible approach to support open evening, Building Bridges Day, Transition Days. To provide high quality support and supervision to all year groups during library lessons and private study sessions by establishing and maintaining an orderly and purposeful environment for learning. To provide targeted reading intervention sessions to weaker readers.

PRINCIPAL RESPONSIBILITIES

1	To organise the day-to-day running of the School Library and liaison with school staff as required over Library related issues.
2	Establish and maintain supportive relationships with students with the clear aim of developing a reading culture. To undertake targeted intervention with weaker readers.
3	Promote the advantages of reading to engage students with education in a wider sense. Provide specialist advice and support to students in relation to fiction and nonfiction materials. To encourage and develop support from interested students in the operation of the library and provide inductions sessions. Supervise and assist students working within the library. Ensure that conditions are conducive to study. To adopt a good working relationship with students and maintain good discipline through an assertive but non-confrontational manner.
4	Manage the Accelerated Reader Programme. Produce statistical reports and identify students who have low reading ages and/or lack of reading engagement to provide early intervention to support outcomes. Work with SENDCo and other staff in the early identification of students who may benefit from support.
5	To maintain a computer circulation system involving cataloguing, processing and upgrading the library book stock. Prepare and maintain library resources so that they are readily available for use.
6	Liaise and report to English Curriculum Leader, Literacy Across the School Leader, Key Stage 3, 4 & 5 Leaders and Governors.



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

7	To liaise with Faculty Leaders and students to ensure that a choice of relevant and modern materials is available which support the curriculum at all levels.
8	To ensure the provision of an extensive selection of fiction and recreational reading and to encourage reading by any appropriate means.
9	To help and support students within the library to enable them to use the facilities provided to enhance their learning, research, and study skills. Assist with the delivery of training.
10	To attend open evenings and transition events to promote EPCHS reading culture. To organise and manage external trips to reward and inspire students to read.
11	To communicate with appropriate teaching staff/Heads of Year regarding attitude to learning and behaviour of students. To operate computerised information systems in connection with students (ARBOR, EVERY, CPOMS, ECLIPSE).
12	Budgetary responsibility for the procurement of books and reading resources. Liaison with the Education Library Service for the management of the contract of loans.

Safeguarding and promoting welfare of students.

NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.