

## Library Manager

The Library Manager plays a central role in providing high-quality customer service and support to all users of the Library. Working in close collaboration with the Principal, Literacy Lead, and curriculum staff, the Library Manager is responsible for promoting reading across the academy, coordinating the day-to-day running of the library space, and delivering literacy interventions to improve outcomes for all learners.

### Core Purpose

- Promote reading and the use of the Library across the Academy through various mediums and student engagement activities.
- Provide effective, welcoming learning spaces and resources to support independent study and learning.
- Identify students with below-expected reading ages and provide high-quality literacy interventions.
- Support curriculum staff in developing students' independent study and research skills.

### Key Areas of Responsibility

#### 1. Strategic Running of the Library

- Coordinate the day-to-day operation, supervision, and maintenance of the Library area.
- Oversee the issue and recall of books, including communicating with parents/carers regarding overdue notices.
- Conduct stock audits and manage the purchase of new books and resources relevant to the curriculum.
- Catalogue new stock, delete redundant items, and manage departmental and student wish lists.
- Regularly update MYP resources and ensure Library catalogues are user-friendly for all readers.

#### 2. Literacy and Learning Support

- Deliver library inductions to both students and staff to ensure effective use of resources.
- Identify students requiring support by collating and analysing reading age data.
- Provide literacy interventions to individuals and small groups, utilising programmes such as reciprocal reading, Lexia, and phonics.
- Occasionally support pupils directly in lessons where literacy levels act as a significant barrier to learning.

### **3. Engagement and Event Management**

- Work with the Literacy Lead to deliver the annual World Book Day Festival and other literacy drives.
- Plan and run events throughout the year to highlight and celebrate events of cultural significance.
- Promote resources and new media forms through displays, publications, and digital formats.
- Research and recommend relevant, safe websites for student use in accordance with academy policies.

### **4. Student Supervision and Support**

- Facilitate independent study classes and provide support with research or IT-related queries.
- Run workshops for students to aid in independent research and learning skills.
- Deal effectively with challenging behaviour to maintain an environment conducive to study.
- Arrange the deployment and supervision of student volunteers within the Library.

### **5. Administration and Professional Values**

- Provide reprographic support as directed by the Office Manager/PA.
- Liaise with curriculum teams to acquire digital and printed resources that meet changing user needs.
- Act as a professional role model and contribute positively to effective team working relations.

## **Professional Expectations**

This job description outlines the general duties and responsibilities of the post but does not specify the time allocation or detailed working methods for each. Duties may evolve in line with the changing needs of the academy, and the description will be reviewed at least annually in consultation with the post holder.

Flexibility and collaboration are key aspects of the role. The SENCo is expected to contribute to the wider leadership of the school and support the development of inclusive practice across all departments and phases.

## **Safeguarding and Pupil Welfare**

All responsibilities must be carried out in line with the Trust's safeguarding policies. The SENCo plays an essential role in promoting a safe, supportive environment for all pupils, especially those who may be more vulnerable due to their individual needs.

Staff are expected to understand the indicators of abuse and neglect, and to take prompt, appropriate action where concerns arise. All members of staff must be familiar with the latest Keeping Children Safe in Education guidance and engage with annual safeguarding training.

# Person Specification – Library Manager

This section outlines the essential and desirable attributes expected for the role of Library Manager.

## Qualifications and Training

### Essential:

- Evidence of a strong standard of general education.
- High level of ICT literacy and digital competency.

### Desirable:

- Evidence of recent professional development related to library management or literacy programmes (e.g., Lexia, phonics).

## Experience

### Essential:

- Proven experience in providing high-quality customer service.
- Experience in managing or coordinating resources and spaces.
- Proven ability to work effectively with students and staff across different age groups and abilities.

### Desirable:

- Experience delivering literacy interventions or supporting independent study in an educational setting.

## Professional Knowledge, Skills and Understanding

### Essential:

- Strong understanding of how to promote reading and student engagement.
- Ability to analyse data to identify student needs and track progress.
- Confident communicator, both verbally and in writing, with the ability to lead inductions and workshops.
- Knowledge of effective stock management and cataloguing processes.

### Desirable:

- Knowledge of MYP resources and curriculum-specific resource requirements.

## Leadership and Management

### Essential:

- Capable of supervising students and managing student volunteers effectively.
- Ability to maintain a functional and welcoming environment, including managing challenging behaviour.
- Able to model integrity and build positive professional relationships across the academy.

## Personal Qualities and Attributes

The role requires an individual who is **approachable, welcoming, and professional** in all interactions. A strong **commitment to literacy** and the belief that every student can develop a passion for reading lies at the heart of their practice. They will demonstrate **resilience and adaptability**, particularly when facilitating independent study for large groups or managing multiple administrative tasks.

**Strong organisational skills** and **attention to detail** are essential for stock management and data analysis. The Library Manager should be **confident in assisting both staff and students**, possessing the **interpersonal skills** to promote the library as a vibrant hub of the school community.

