



JOB DESCRIPTION

General Information

Job Title:	Reading Support Coordinator	JD Code:	JDE19
Accountable to:	Principal	HR Ref:	172
Typical Contract Basis:	Full Time (37 hours per week) Term Time Only (or TTO+)		

Job Purpose/Summary:

The management, development and promotion of the Learning Resource Centre (LRC) within the school to ensure that an effective resource and information service is provided to all students and staff. Providing literacy support to students in both the primary and secondary phase.

Key Tasks and Accountabilities: To undertake the day-to-day activities of the Learning Resource Manager.

- Plan and oversee the organisation and management of the LRC including the financial management of the LRC resource budget and preparation of financial estimates.
- Selection, acquisition, organisation, promotion and maintenance of the book and non-book resources to cover the full age and ability range of the school community, and to ensure an equality of opportunity for all students and staff.
- Arrangement of materials for effective retrieval including the systematic indexing, classification and cataloguing of all resources. The dissemination of information relating to those resources to staff and students as appropriate.
- To promote books/reading/literacy and numeracy among students, via booklists and recommended reading.
- To teach students to use LRC resources through inductions, written instruction manuals and on a one-to-one basis.
- To maintain a quality book stock by weeding out and replacing worn out or out of date material.
- Produce displays to promote reading/LRC use and produce posters etc, e.g. for Open night.
- Produce policy documents after liaising with staff linked to whole school targets.
- To support and improve the reading and literacy skills of students through the use of *Accelerated Reader Scheme and *Lexonik. *These packages may be subject to change.
- To supervise and run reading/break and after school clubs to promote reading.
- To encourage reading and the enjoyment of literature.
- To run competitions, book events and author visits.



WADE DEACON TRUST

- To produce project loans for staff to use in classrooms.
- To teach and promote the use of IT, internet etc to students to aid research and homework.
- To assist with the marketing of the school.

- To obtain material for teaching staff on educational matters.
- To undertake some market research into the needs of the students.
- To undertake any other duties commensurate with the grade and overall level of the position.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

PERSON SPECIFICATION – Reading Support Co-ordinator

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> GCSEs grade A* - C, including English and Mathematics. or equivalent qualifications 	
B. Skills and abilities	<ul style="list-style-type: none"> Ability to produce professional, accurate and factual documents Ability to be discreet and observe the rules of confidentiality Good oral and written communications skills Organisational ability 	
C. Knowledge and Experience	<ul style="list-style-type: none"> Good level of ICT literacy, including good working knowledge of Microsoft Office and email. 	<ul style="list-style-type: none"> Experience of working in a school environment Working knowledge of SIMS
D. Personal qualities	<ul style="list-style-type: none"> Able to communicate effectively with senior management and colleagues and to deal politely and tactfully with a wide range of people Ability to work as part of a team Reliable, honest and trustworthy 	
E. Approach to work	<ul style="list-style-type: none"> Ability to plan own work and work on own initiative Ability to prioritise work to achieve deadlines 	

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

In addition, the post holder should have the ability to:

- vocalise the school's vision and aspiration to be a World class school
- be flexible to adapt to change
- be a role model and act as an ambassador for the school and Trust in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.