

# Library Manager Harris Invictus Academy Croydon

Grade 6 (Outer London) + Performance and Loyalty Bonus + Harris Wellbeing Cash Plan + Pension Scheme (LGPS) + Additional Harris Benefits

Term-time only + five additional days (INSET)

**CLICK HERE TO APPLY ONLINE NOW**

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 0203 371 3002 or [info@harrisinvictus.org.uk](mailto:info@harrisinvictus.org.uk)



# Main Areas of Responsibility

## Managing the library

- Management, organisation and supervision of the Library (Learning Resources Centre);
- To ensure that all learning resources equipment is well maintained, reporting all computer faults immediately to the ICT team;
- To maintain a professional, stimulating and tidy learning environment at all times, celebrating student achievements;
- To contribute to presentation and consultation evenings and meeting with parents to encourage reading beyond curriculum time;
- To provide advice to staff, students and the community regarding use, provision, development of the library;
- To liaise with staff, students and leaders as part of the process of ensuring the library is well-stocked and fully supports a love of reading across the academy;
- To devise and offer INSET activities in teaching and learning techniques in relation to learning resources and training in the use of the library;
- Time-tabling the use of the library, for group (for example by teachers or sixth-form groups) or individual use, ensuring optimum use of facilities;
- To liaise with the English and media team to publicise and organise an annual book week, liaising with authors, publishers etc;
- To liaise with the English and media team to organise frequent visits from writers to raise the profile of reading and writing for pleasure;
- Encouraging the effective use of the Library across the curriculum at Key Stage 3/4 and sixth form;
- Providing guidance to groups and individuals using the Library;
- Liaison with other information agencies including other resource areas, as well as Library managers across the Federation in order to provide an excellent service;
- Development and implementation of study and information skills linked into the curriculum;
- Participating in community links, including opening out of academy hours. A flexible approach to working hours is required;
- To be responsible to the Business Manager for the management of the Centre's delegated budgets;
- To keep appropriate and effective records using academy ICT systems, that will enable efficient management of resources across the academy;
- Disseminating information on resources and access to staff and students;
- To monitor, evaluate and review the use and development of the area, this to include procedures for collecting data, eg. student questionnaires;
- To organise and supervise after hours, lunch time and break time use of resources for students. Eg. study support and homework clubs

**Reporting to:** Operational Accountability – Literacy Coordinator/Professional Accountability – Resources Manager.

**Liaising with:** Principal, Academy Leadership Group, Student Support Services relevant non-teaching support staff, parents and other appropriate stakeholders.

### **Key Stage 3 Reading Scheme (currently Accelerated Reader)**

- To oversee and manage the the chosen reading scheme programme for all students in KS3;
- To devise and offer INSET activities to ensure that all KS3 tutors and English staff fully understand how the chosen reading scheme operates and how to maximise student's reading progress and attainment;
- To devise intervention programmes to support and challenge targeted students to accelerate reading skills;
- To analyse data and provide detailed reports to evaluate success rates of students on an individual, tutor group, year group and faculty level;
- To liaise with the reading scheme provider to ensure that licenses are accurate and that all aspects of the programme are exploited to maximise student success rates;
- To manage and publicise the rewards systems for the chosen reading scheme to maximise student engagement and motivation;
- To disseminate class reading records and league tables (every half term) to relevant staff;
- To type and send letters to parents regarding individual student progress as relevant;
- To print off individual student records to be sent home with half termly assessment reports;
- To ensure that Academy website is updated with dates of star tests/ top tips for parents/ reading lists to encourage home reading;
- To liaise with the data manager to ensure that Bromcom records are updated as appropriate after each session of star testing.

### **Other Duties**

- Under the direction of the Academy Leadership Group, undertake such other tasks that may be required to further the efficient running of the Academy, commensurate with the level of the post holder;
- To participate in academy trips/visits when requested;
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

### **Academy Ethos**

- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.

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. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The academy 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 (as defined in the Equality Act 2010). Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



# Person Specification

Attributes	Description	Desirable
<b>Qualifications, Knowledge &amp; Training</b>	English and Mathematics GCSE at grade C/4 or above (or equivalent) Degree or equivalent Knowledge of library systems Knowledge of Accelerated Reading scheme Knowledge of National curriculum, particularly for English	Librarian qualifications
<b>Experience</b>	3 years experience of working in an inner city school or educational establishment Experience of managing a library service Experience of a range of reading schemes	Experience of working with students from a range of ethnic backgrounds
<b>Personal Skills &amp; Qualities</b>	Ability to communicate with students from a range of different backgrounds Skilled in the use of databases Ability to produce user friendly data Ability to communicate with parents and other key stakeholders Ability to remain calm under pressure Ability to work to tight deadlines Ability to generate ideas and drive solutions Ability to work with challenging young people Commitment to equality and diversity Empathy with the aims and objectives of the Harris Federation	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding children

# HOW TO APPLY

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Thank you for your interest in our school. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:  
[www.harriscareers.org.uk](http://www.harriscareers.org.uk)*

