

# St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

## LITERACY TUTOR & LIBRARIAN JOB DESCRIPTION

### 1. PURPOSE

- 1.1. To plan and deliver reading interventions to young people who are below their chronological reading ages.
- 1.2. To organise, supervise and develop resources to support pupils' love of reading in the school library.
- 1.3. To assist in raising standards of student attainment and achievement across the school and to monitor and support student progress.
- 1.4. In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

### 2. SPECIFIC RESPONSIBILITIES

- 2.1. To collaborate with the Director of Literacy and Subject Leader for English to plan and deliver reading interventions to young people who are below their chronological reading ages.
- 2.2. To ensure the efficient and effective day-to-day running and development of the Library for the benefit of students and staff.
- 2.3. To support students and staff in the Library.
- 2.4. To supervise the Library at pupil break and pupil lunchtimes.
- 2.5. To work with staff and students to identify resources required to meet the needs of the school curriculum.
- 2.6. To plan, together with the Line Manager and in accordance with the School Development Plan, priorities for the Literacy interventions and the library.
- 2.7. To ensure that the services offered by the Library are publicised and promoted so that the school can make optimum use of them.
- 2.8. To advise and assist readers.
- 2.9. To support and deliver Literacy sessions for students who have English as an additional language.

### 3. SUPPORT FOR THE SCHOOL

- 3.1. Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- 3.2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 3.3. Contribute to the overall ethos/work/aims of the school.
- 3.4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of pupils.
- 3.5. Attend and participate in meetings as directed.
- 3.6. Participate in training and other learning activities as required.
- 3.7. Recognise your own strengths and areas of expertise and use these to advise and support others.
- 3.8. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a similar or lower responsibility level, in pursuance of raising pupil achievement and effective team working.



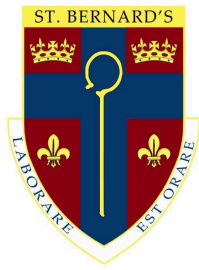
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## 4. ADDITIONAL DUTIES

- 4.1. To play a full part in the life of the school community, to support its distinctive mission and catholic ethos and to encourage and ensure staff and students to follow this example.

## 5. SCHOOL ETHOS

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- 5.1. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- 5.2. To support the school in meeting its legal requirements for worship and to attend house / year or whole school acts of worship as requested.
- 5.3. To contribute significantly, where appropriate, to implementing the Policies and practices of the school and to promote collective responsibility for their implementation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## 6. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
(Employee)

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
(Line Manager)



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