

School Name: Acklam Grange School
Post Title: Literacy Hub Manager
Salary: Grade E Points 6-7 £25989 - £26,403 (actual salary £22,455-£22,812)

Responsible to: Literacy Lead

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To lead and develop the school library as a dynamic centre for literacy and learning, supporting students' academic progress through targeted reading interventions and promoting a love of reading. The Literacy hub manager will collaborate with staff, engage students through events and author partnerships, and ensure the library remains a welcoming, well-resourced environment aligned with the school's literacy strategy.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

- Work with the Literacy Lead and English Department to support the school- wide literacy strategy
- Promote reading across the school through newsletters, the website, and other communications
- Plan and run literacy events like World Book Day and National Poetry Day
- Encourage reading for pleasure through competitions, displays, author visits, and assemblies
- Organise activities that build a positive reading culture across all year groups
- Help students choose books that match their reading level and challenge them to grow
- Manage reading reward programmes like Read to Succeed and Read Around the World
- Track borrowing habits and support students who aren't engaging with reading
- Stay up to date with research on books and reading strategies to improve student experiences
- Run book clubs to spark curiosity and promote diverse reading choices
- Support parental workshops to help families encourage reading at home

LEARNING SUPPORT & INTERVENTIONS:

- Assist with the management of termly literacy reviews using the Bedrock Reading test
- Provide one-to-one and small group reading support for students who need extra help
- Create and adapt resources to support literacy interventions and reading programmes
- Track and review student progress against literacy goals
- Assist with the reading mentor programme to support peer-led reading development
- Offer support in English lessons when needed
- Teach students how to use the library effectively, including finding and selecting information from books and online sources

MANAGEMENT OF LRC:

- Keep the library organised, welcoming, and full of useful resources
- Make the space vibrant and supportive of independent learning across all subjects
- Supervise the LRC before, during, and after school to maintain a calm, focused atmosphere
- Set up eye-catching displays to promote reading and learning
- Ensure the LRC is safe and inclusive for clubs and enrichment activities
- Encourage students, staff, and parents to make full use of the library
- Regularly update the book collection with new genres and materials to suit all interests
- Train and support student librarians to help run the space
- Oversee the library's IT systems and manage the budget wisely
- Catalogue and organise resources to keep everything accessible and easy to find
- Use ICT systems to manage book loans, returns, and overdue items

- Ensure the library is secure and that books and equipment are well cared for

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.