



Job Description

NAME OF POSTHOLDER:	Higher Level Teaching Assistant – Literacy and School Library
JOB PURPOSE:	HLTA to support students, particularly with literacy, and to develop and manage the school library. Organise and develop the school library. Development of the school library in line with the School Development Plan. Work with groups of students/ individuals to support them with their literacy and specific subjects.
RESPONSIBLE TO:	The Headteacher through the Assistant Headteacher core subjects.
Objectives and principal responsibility areas:	
<ul style="list-style-type: none"> • Ensure the efficient and effective day to day running and development of library for the benefit of the students and staff. • Operate reading cloud to ensure accurate stock, loans and returns etc. • Ensure balanced and effective stock that is engaging and stimulating for our students in all years. • Develop a thriving library (well used by students) by offering support to individuals and groups of students and by organising a vibrant and interesting programme of events. • To develop a culture of reading in school through various activities and reading programmes in conjunction with the literacy coordinator. • Plan, together with the Line Manager and in accordance with the School Development Plan, the priorities for the School Library. • Ensure, that the services offered by the School Library are publicised and promoted. • To read and understand your role as outlined in the Child Protection Policy and other safeguarding policies including those relating to Prevent. • To contribute to the improving literacy of all students in the school. 	
Key Tasks:	
<ul style="list-style-type: none"> • Inspire and enthuse students in a love of reading and studying. • Ensure that the library service is responsive to the needs of the School. • Monitor and manage all library resources including the stock of books and computers. • Ensure that library resources are well maintained and fit for purpose. • Work closely with the leader of Academic Excellence to ensure that the library offers enrichment across all subjects and inspires students. • Work closely with the leader of Academic Excellence to create a space for intellectual enquiry and study. • To organise and run events (some weekly, some termly and some yearly) in the library during curriculum time and as extra-curricular provision. • To participate in School staff meetings as appropriate. • To undertake personal and professional development by attending relevant courses and reading professional literature to ensure that the necessary skills to perform the job are maintained. • To be actively involved in Reader Development work. • To work closely with individuals or groups of students as directed by the Deputy ATL for English (Literacy) to develop reading/ literacy skills. • To monitor and supervise students in the Library area inside and outside of lesson times. • To monitor, manage and work with individuals or small groups who may be placed in the library for specific lessons. • Devise clearly structured learning activities and support for groups of students or individuals. • Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies. 	

- Provide objective and accurate feedback and reports to teachers.
- Establish a clear framework for discipline in line with school policy, anticipate and manage behaviour constructively and consistently.
- To carry out other similar duties as may reasonably be required.

Developing the School Ethos:

The Governors of Dowdales would expect the post holder to:

- Fully support the ethos of the school
- Demonstrate consistently high standards of personal and professional conduct by:
 - maintaining high standards of ethics and behaviour, within and outside school
 - treating students and staff with dignity, building relationships rooted in mutual respect
 - having regard for the need to safeguard students' well-being, in accordance with statutory provisions
 - have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality
 - have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

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.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

The job description is current at the date below but will be reviewed on an annual basis. It may change to meet the changing demands of the school at the reasonable discretion of the Headteacher and in discussion with the post holder.