



NAME OF POSTHOLDER: TBA

JOB TITLE: Reading Ambassador

JOB PURPOSE: To promote reading and literacy across the school, train and assist pupils and staff in the use of digital technologies and computing across the school and the curriculum.

Line Management: Miss Carnell, Mrs Howard, Mrs Sarginson.

Liasing With: Headteacher and Reading Lead, Miss Carnell.

SCHOOL ETHOS

- Work with the Headteacher, Mrs. Howard, Miss Carnell and school staff to ensure that Hopwood Community Primary School provides its pupils with enriched opportunities to become independent learners and develop their literacy skills to benefit their education and beyond.
- Promote reading and literacy across the school.
- Work with Miss Carnell and staff across the school to provide opportunities and events to enrich the curriculum and promote reading.

PASTORAL CARE

- To develop positive relationships with children and staff.
- To understand and support key school policies including the Literacy Policy, E-Safety Policy and Library Policy and alert school to any issues that you become aware of.
- To use school equipment and technologies responsibly and appropriately.

KEY SKILLS AND PERSONAL QUALITIES

- Good knowledge of a variety of authors and fiction and non-fiction books.
- Ability to work well as part of a team.
- Good organisation skills.
- Confident communicator, both written communication and spoken.
- Excellent behaviour, attitude and attendance.

SPECIFIC DUTIES

Throughout your role as a Junior Librarian you may be asked to do any of the duties outlined below.

- To demonstrate an interest in books and authors. You will be expected to make appropriate book suggestions to other pupils and staff.
- To support the use of technologies appropriate to promoting reading and managing the library. This will include the use of the Micro Librarian system, the use of QR codes and the class blogs.

- To be able to verbally communicate clearly and appropriately to pupils across school. You will need to communicate with pupils and staff at Hopwood and any school visitors, e.g. Authors invited to school.
- To be able to communicate clearly in writing. You may be asked to design a poster or leaflet or add a post or comment to a blog to share a book review, an experience or an example of something you have done in the library or promote reading.
- To promote e-safety and support pupils and staff during the school year to make sure that everyone is aware of e-safety issues that may arise and be aware of appropriate action or advice to take.
- To be able to use the Micro Librarian program to allocate, return, remove and add books.
- To assist Miss Carnell in planning themes and events in the Library throughout the academic year.
- To be aware of the layout of the Library and the way books are sorted and arranged so that you can support pupils in looking for specific books as well as ensuring the Library is well organised and tidy.
- To assist Miss Carnell in planning Library Challenges and visual displays.

This job description is subject to amendment from time to time but only after consultation with you.

SIGNATURES

This job description is correct at the date as signed below but it may be reviewed in response to, or in anticipation of any changes in curriculum or as the role develops. You will be consulted and any changes to the role would be discussed with you.

Signed _____
(Junior Librarian)

Dated _____

Signed _____
(Miss Carnell)

Dated _____

Signed _____
(Mrs Sarginson, Headteacher)

Dated _____