



Job Description

Study Support Manager

Responsible to: Associate Assistant Principal & Key Stage 3 English Co-ordinator

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

Summary of Role

To take a strategic role in promoting independent study, academic mentoring and developing the Learning Resource Centre as a 'Learning to Learn' and a 'Reading for Pleasure' centre for all students.

- To provide academic mentoring support to sixth form students
- To monitor and support the effective use of independent study time, including after school provision
- To support the delivery of reading interventions
- To provide an up-to-date learning resource base
- To support whole school improvement priorities

Detailed responsibilities

To raise the profile of effective independent study, use of study areas and actively promote a love for reading.

- Liaise with departments to ensure appropriate resources are available
- Identify, plan and deliver appropriate academic support for key groups or individuals to raise attainment and progress
- Monitor the impact of academic mentoring and report to identified sixth form staff
- Support the development of study skills to enable students to work effectively independently
- Coordinate a team of sixth form students to support the day to day running of the library and the provision of support with reading and intervention
- Promote and encourage use of all resources by all students
- Promote book events (e.g. World Book Day, outside speakers)
- Order, catalogue and manage stock using appropriate software
- Manage book protection and replacement
- Manage all loans in and out of the library, including books and other resources and issue overdue lists and letters
- Support class teachers during Accelerated Reader lessons by helping students to select books at an appropriate level and by listening to students read

Monitoring

- Direct and supervise Sixth Form students during periods of independent study time.
- Supervise students whilst in the library and study area
- Oversee ICT usage, including use of the Internet

Environment

- Oversee the planning and development of the library environment in order to meet evolving student and staff needs
- Manage ICT facilities
- Organise book display areas
- Promote and display students' work
- Oversee health and safety in the library
- Whole school cross-curricular links and student learning
- Support departments in the regular re-evaluation of resources relating to their areas and identify gaps
- Monitor resource usage and inform departments
- Attend appropriate meetings as required to raise awareness of current library usage and to identify future requirements/ needs
- Attend staff development group meetings as appropriate to contribute to:
 - Developments on learning/teaching strategies, monitoring and
 - Assessment – in particular to advise on issues of literacy and
 - Information/study skills acquisition

Planning

- Regularly re-assessing library stock for suitability to current school needs to include:
 - Planning and agreeing developments and associated budgets
 - Keeping abreast of recent additions to publishers' catalogues
 - Evaluating book stock with regard to readability, interest levels attractiveness, key stage requirements, special needs and the more able
- To perform other such duties as the Principal may from time to time determine.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- Supervision of other staff as required for effective Library Management.

SUPERVISION RECEIVED

Supervising Officer’s Job Title: Associate Assistant Principal & Key Stage 3 English Co-ordinator

LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervisor

Other responsibilities

- Make a positive contribution to the wider life and ethos of the school
- To follow and actively promote the school’s policies
- Comply with the health and safety policy and undertake risk assessments as appropriate
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of students

Special Conditions

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school’s Christian ethos at all times.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name:

Signed:

Date: