

Job Description

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| School | Bradstow School |
| Post Held | Interactive Storyteller and Library Co-ordinator |
| Salary Scale | Scale 6 |
| Hours | 37.5 (Term time only plus 2 weeks short term break cover) |
| To Whom Responsible | Deputy Headteacher |

Aim of the Post

Library Co-ordinator and Interactive Storyteller will be responsible for developing and maintaining a high quality multi-resourced central library facility, enabling access to the area and to resources for young people and support staff across the school, and for leading Interactive Storytelling.

In addition, under the direction of the Deputy Head teacher, the post holder will be responsible for supporting young people with Work Related Learning (WRL) and on work experience projects related to the Library.

Duties Comprise:

- Participating in the planning for developing centralised library resources and ensuring library related plans are delivered effectively. The post holder will be directly responsible for developing and maintaining the quality, range and diversity of the resources e.g. liaising with external suppliers and company representatives. Developing and maintaining the recording and tracking systems for the resource, inter-facing with pupil records as and when appropriate.
- Ensuring maximum opportunities for support staff and pupils to access the library and its resources. This will include the development and delivery of differentiated and age appropriate “Interactive Storytelling” (linking with National Curriculum and whole school cross curricular themes when appropriate e.g. festival or themed days such as “World Book Day” or Diwali etc.) and leading weekly group sessions, directing staff participation and identifying or making the accompanying resources for each story. This may include negotiated working outside of usual school hours.
- Over-seeing of all Work Related Learning resources related to the library i.e. identifying, ordering and making resources. This will necessitate attendance at external training and conferences related to Work Related Learning / work experience for young people with SEND. Also supporting and advising class based support staff on the use of appropriate resources and software.
- Providing support to class teachers in planning and developing work experience programmes related to the Library, writing reports and attending meetings as appropriate. Supporting pupils on 1:1 or in small groups with identified work experiences and recording, collating evidence and evaluating such experiences e.g. ASDAN “Work right” Award and work experience diaries etc.

- Supporting class teachers and learning support assistants in using the library's resources to deliver learning to the young people e.g. advising teachers on the use of resources and assisting in the planning of class based topics, which are age appropriate and bespoke to the learning needs of e.g. individual, small groups or class groups as appropriate.
- Developing innovative delivery for storytelling to include drama and multi sensory experiences.
- Keeping computer data based records and inventories to ensure that resources are tracked and pupils' records are updated. Attending ICT related internal and external training when required.
- Working flexibly as a co-operative member of the non-class based support team i.e. providing support to colleagues as and when directed by SMT, and when required supporting pupils in class i.e. due to staff absence.
- Promoting and sustaining a Culture of Gentleness within the school community.
- Participating in regular reflective practice through the use of video reviews.
- As and when required, to be responsible for the successful induction of a colleague into the school.
- Undertaking staff development programmes and staff training e.g. training in storytelling techniques.
- Co-operating with teaching staff and other colleagues in maintaining good order and discipline among pupils and safeguard their health and safety.
- Implementing written educational programmes devised by a class teacher, and contributing to the written records of progress.
- At all times to carry out responsibilities/duties with due regard to the Council's Equal Opportunities Employment Policy.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This job description may be amended at any time after discussion with you.

Person Specification

Library Co-Ordinator

Essential Criteria

1. The ability to work flexibly within a collaborative and supportive framework.
2. Organisational skills and the ability to apply systematic approaches.
3. Experience relevant to working with children with autism and/or severe learning difficulties.
4. The ability to promote and sustain a Culture of Gentleness and support this across the school community
5. Good standard of Literacy

Skills, Knowledge and Abilities

6. An awareness of the requirements of pupils with autism.
7. The ability to demonstrate the skills to deliver a story creatively.
8. The ability to use a computer for developing and maintaining a library or other centralised resources.
9. The ability to learn to develop and use a database to maintain records and track equipment.
10. Evidence of the skills required to manage and develop a centralised resource.
11. A willingness to support teachers to deliver learning to children with autism.
12. The ability to support teachers in developing and delivering Library related work experience programmes.
13. An understanding of the Council's Equal Opportunities Policy and the ability to apply it to your work with pupils.

Note: Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.