



Assumption Grammar School

Specialist School for Music with Physical Education

Fully Alive



SCHOOL INFORMATION

Assumption Grammar School is a Catholic voluntary grammar school for girls founded in 1933 by the Missionary Sisters of the Assumption. In September 2009, Assumption Grammar became a Specialist School for Music with Physical Education. Pupil enrolment is 910.

The school offers a full range of state-of-the-art facilities to support a full, broad and balanced curriculum. There is in place an infrastructure that enables the school to be forward thinking in curricular and business terms while remaining true to the values established by the Missionary Sisters of the Assumption.

The whole staff and community work as one team which embraces the school's "Fully Alive" ethos. This ethos is characterised by the strong pastoral care dimension which permeates every aspect of school life. All members of the school community share responsibility for maintaining the caring atmosphere of the school and each staff member, teaching and support, is expected to be guided by this in all dealings with the pupils.

JOB DESCRIPTION

JOB TITLE:	Library & Literacy Centre Co-ordinator (Term Time) Permanent Post
RESPONSIBLE TO:	Director of Corporate Services Principal, Board of Governors
GRADE:	NJC Main 2 (Senior Clerical Officer)
SALARY SCALE:	NJC Main 2; Points 11-14 (£28,142-£29,540) FTE per annum NILGOSC Pension Scheme
STATUS:	Full-time position, 36 hours per week (8.30 am-4.30 pm) Monday-Friday 23 days leave per annum plus 12 statutory bank and public holidays
JOB PURPOSE:	The key purpose of this role is to oversee the Library and Literacy functions of the school to ensure that they are at the heart of the curriculum. Instilling a passion of reading and literature, as well as identifying support strategies for those with additional literacy needs and those who are deemed gifted and talented in this area, are essential to this role.
RESPONSIBLE FOR:	The management of the Library and Literacy Support Function of the school. The postholder will liaise with both the English and SEN Departments.

MAIN DUTIES AND RESPONSIBILITIES

The Library & Literacy Centre Co-ordinator will oversee the following areas of the school:

LIBRARY

The postholder will:

Deliver a comprehensive library service appropriate for the needs of students and staff in liaison with the Education Library Service (EANI) including:

- Selecting, maintaining, organising and promoting Library materials in both book and non-book format in conjunction with Heads of Department geared to the educational and recreational needs of the school.
- Planning and overseeing the organisation and management of the Library including the financial management of the Library budget and the preparation of financial estimates.
- Encouraging pupils' awareness and effective use of the Library & Literacy Centre in curricular studies. Helping individuals to access and use resources effectively, enabling them to grow into self-confident, independent learners.
- The arrangement of materials for effective retrieval including the systematic indexing, classification and cataloguing of all Library resources. The dissemination of information relating to those resources to staff and students.
- Ensuring a high standard of display and promotional material to enhance the standard of appearance of the Library in order to provide an attractive environment conducive to both purposeful study and leisure.
- Developing a professional development section in the Library and promote staff awareness of literature and materials available.
- Developing and promote the services of the Library within the school including digital literacy in the curriculum and actively encourage reading throughout the school
- Inviting key speakers, including authors, to present to the pupils.
- Organising training and rotas for Library Prefects.
- Managing the archive function of the school for historical record keeping purposes.

LITERACY SUPPORT

The postholder will:

- In liaison with the Head of English, review and implement fully the school's Literacy Policy.
- Plan, organise and deliver a Library & Literacy Information Programme according to timetable requirements.
- Analyse data at all key stages in regard to literacy standards and progression.
- Lead in the Identification of Need process of those students who need literacy support in Key Stage 3 and 4.
- Lead in the identification of Gifted and Talented students in Literacy and implementation of strategies to enhance their talent.
- Offer small group or individual support sessions for pupils as appropriate.
- Oversee the use of the Library/Literacy Centre for study during the school day and after school.

SEN SUPPORT

- Support the administration function of the SEN role in the school in liaison with the SENCo.

GENERAL

The postholder will:

- Maintain and implement up-to-date knowledge of relevant advisory services and maintain a high level of current awareness regarding children's literature and developments in education and librarianship including attendance at meetings and courses as appropriate.
- Represent and promote the school, including the attendance at external and internal meetings, as appropriate
- Participate in training offered by the school that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).
- Carry out any other duties as appropriate to the post as may be considered necessary for the proper functioning of the school and any other related duties or responsibilities requested by the Principal and Director of Corporate Services from time to time.

This job description is intended to provide a broad outline of responsibilities and is not intended to be exhaustive. It may be subject to ongoing review and refinement to ensure the school's ability to meet evolving needs.

September 2025