

# Job Description

## Literacy Support Assistant (Primary School)

<b>Effective Date:</b>	2026-27 (Revised Annually)
<b>Job Level:</b>	Single Status Local Hire Position
<b>Responsible to:</b>	Deputy Head Teaching and Learning
<b>Supervisory Responsibility:</b>	N/A
<b>Working Hours:</b>	<p>7.15 am to 3:00 pm, there is an expectation to attend team/school meetings, these will not exceed 20 hours per academic year (and should include an ECA commitment of 10 hours per year).</p> <p>In addition to this all employees should attend whole school staff meetings every term. You will not be paid extra for attending the meetings listed above as this time has been included in your remuneration.</p>
<b>Annual Leave:</b>	Annual leave to be taken during school holidays. You are required to work 187 working days per year. (This includes the 7 INSET days)

### Main Purpose of the Position and Key Responsibilities

As the School Literacy Support Assistant, you will play an important part of the British School Muscat staff team, upholding the values, ethos and reputation of the school, at all times. You will be a positive role model and demonstrate consistently the attitudes, values and behaviours, which are also expected of our students.

The Literacy Support Assistant, with the support of the English Coordinator and Deputy Head Teaching and Learning, is responsible for the acquisition, organisation, dissemination and exploitation of resources appropriate to the learning needs of the full age and ability range within the school community. They must encourage a love for reading across all ages and are responsible for making the environment an inspiring place where children want to be.

### Self-Evaluation & School Improvement Planning

- Contribute to an annual action plan for the library, developing and maintaining it in consultation with the English Coordinator and Deputy Head Teaching and Learning
- To be proactive in maintaining an understanding of current thinking and developments in library and literacy practice
- Contributing to the development and promotion of relevant ICT applications to support reading and research skills.

### Students' Outcomes: Academic Achievement

- Implement and record evidence for research skills developed in the library by all children.
- Support teachers in developing reading skills of all children in the library and reading room.
- To enhance the English Curriculum by developing curriculum outcomes and library skills across the Primary School.

### **Students' Outcomes: Personal Development and Well Being**

- Ensure the reading within the library supports all aspects of every student's development (academic and social skill) by planning and delivering purposeful activities.
- To undertake personal professional development, as agreed with the Head of School, and attend nominated training courses for professional development when necessary.
- Support the school's approach to implementing the vision, ethos, policies and procedures.
- Liaise with colleagues across the Primary School and Key Stage Three to facilitate continuity of learning and progress throughout the school and ensure transition is effective, as required.
- Promote the development of reading and literacy skills for information and recreation and take a lead in creating a whole school environment which encourages reading for pleasure.
- Ensuring the library is well presented and in a good state of repair; regularly creating and updating visually interesting displays, posters and emails to the School Community.
- Mediate between learners and resources to enable learners to identify, locate and access the information they need.
- Support the educational aims and objectives of the school, and monitor the effectiveness of the learning resources contribution to learning and teaching.
- With the support of the English Coordinator and Deputy Head Teaching and Learning, manage and promote a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them.
- With the support of the English Coordinator and Deputy Head Teaching and Learning, manage a study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces.

### **Behaviour and Safety**

- To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to this professional position.
- To complete required Safeguarding training and to follow the Safeguarding Policy at all times.
- To take a shared responsibility for promoting and safeguarding the welfare of all students ensuring equality of opportunity for all.
- Build positive relationships with students in each year group, responding sensitively when dealing with students, ensuring any concerns are dealt with in accordance with school policy.
- To assist in the behaviour management of the class and when on duty elsewhere, in order to enable productive learning to take place. This will involve using a range of consistent and fair strategies of praise, rewards and sanctions in accordance with the Primary School Relationship and Positive Behaviour Policy and the BSM School Learning Ethos.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of students.

- To actively promote the inclusion and acceptance of all students.
- Report any incidents of discriminatory behaviour or bullying to the appropriate teacher or member of leadership (in line with processes outlined in the school policy) - ensuring that it is recorded on CPOMs as per policy.
- To celebrate students' achievements both in and out of school.
- To help ensure and maintain a safe learning environment for the students and staff.
- To promote good hygiene and health as part of a commitment to student wellbeing.

### **Quality of Provision**

- Managing the issuing and returning of the library's stock, shelving stock and keeping the library in good order.
- Withdrawing stock and providing support for cataloguing of new material to the library collection.
- Managing the library management system and supporting its use by students.
- Help library users to find material to meet their needs.
- Assisting library users to become proficient in using online resources.
- Encourage students and staff in using the library through supporting a range of library based activities.
- Creating a welcoming environment that is relaxed yet informative for children to read and research in.
- Leading, planning and managing the teaching of library skills for all students in the Primary school with the support of the English Coordinator and Deputy Head Teaching and Learning.
- Execution of the Library Development Plan.
- Promotion of a love of reading including the organisation and running of after school activities.
- Contributing to the development and promotion of relevant ICT applications in the Library to support learning and research skills.
- Work with the English Coordinator and Deputy Head Teaching and Learning to plan and run author visits.
- Plan and oversee the organisation and management of the library including the financial management of the library resource budget and the preparation of financial estimates.
- Where appropriate, liaise with the Senior School Library Assistant to share practice, execute events and plan provision.

### **Team Working and Collaboration**

- To work collaboratively with other members of the Primary Team, developing effective professional relationships and sharing good practice across the team to ensure consistency of practice in line with school policy and procedures.
- To contribute to ongoing school improvement through active participation in staff and team meetings.
- Participate in any relevant meetings, at the school, which relates to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- To support the school vision in relation to providing the highest standard of teaching, learning and pastoral care.

### Supervision and duties

- To undertake whole class support according to the needs of the school.
- To cover in the event of absence for Inclusion Assistants or Teaching Assistant colleagues according to the needs of the school.
- To assist with break, lunch time and assembly supervision duties.
- To attend after-school or out of school hours meetings and INSETs as required, in accordance to your contract.
- To oversee, with the English Coordinator, the Student Reading Ambassadors.

### Professional Development

- Where necessary, actively refine your approach and practice responding to advice and feedback from colleagues.
- To reflect on one's own and others' practice, through discussion and observation to develop a thorough understanding of how children learn and behave.
- Be responsible for improving your practice through participation fully in training and development opportunities identified by the school or as developed as an outcome of Learning Talk or through discussions with your Line Leader.
- Participate fully in Learning Talk and take responsibility for your Professional Development.

### Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times with regard to students and colleagues and relating to school matters.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and professional development targets.
- Behave in a positive and professional manner and promote a positive perception of the school in the wider community.

#### **Note**

***This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.***

***BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.***

Signature of Post Holder: \_\_\_\_\_

Date: \_\_\_\_\_