

Job description: Library and Sixth Form Study Coordinator

The Library and Study Space Coordinator will be a key member of a collaborative team, responsible for the management and coordination of both the Sixth Form Study Spaces and the main school library. Over the course of a typical day and week, the role will involve a mix of duties across these spaces, ensuring that students from Years 7–13 have access to well-organised, well-resourced study environments. The appointee will be focused on either the Sixth Form or the main library at any one time, but will contribute to both areas as part of a team of four.

Key Responsibilities:

Sixth Form Study Centre and Academic Administration

- Provide daily supervision of the Sixth Form Study Centre, ensuring a productive and supportive environment for independent study.
- Track and record UCAS applications, assist students with personal statement feedback, and manage references and university interview administration.
- Mentor individual Sixth Form students based on academic progress data, providing short structured support sessions.
- Create and share presentations about different universities each week for Sixth Form tutor times.
- Assist with Sixth Form enrolment, induction, and data analysis for attainment, attendance, and punctuality, as well as communication with parents.
- Support careers events and coordinate destination record keeping for Sixth Form students.
- Oversee administrative tasks related to student timetabling and bursary schemes.
- Manage parent and staff communications regarding student progress and any necessary interventions.

Library and Study Space Support (Years 7–11 and Sixth Form)

- Contribute to the effective operation of the main school library and Sixth Form study areas, promoting an academic and reading culture.
- Assist with organising and maintaining the library's resources, ensuring students can access appropriate materials.
- Coordinate book loans and returns, keep accurate records, and assist with cataloguing and ordering new resources.
- Support students with research, library use, and independent study, offering guidance where needed.
- Create and maintain displays, organise reading and study events, and foster a welcoming atmosphere in both study spaces.
- Encourage students from all year groups to utilise the library and study spaces for academic development and personal growth.

Team and Collaborative Working

- Work closely with the wider team of Library and Study Coordinators, ensuring a smooth balance of duties across the Sixth Form and main library spaces.
- Collaborate with colleagues to support the wider needs of the school, taking turns in leading initiatives across both areas.
- Contribute to the general upkeep and operational success of the library and study spaces, ensuring high standards of organisation, communication, and student support are maintained.