

# JARROW SCHOOL



Excellence in  
Education



## Learning Resource Centre Co-ordinator



Jarrow School, Field Terrace, Jarrow, NE32 5PR  
Tel: 0191 4283200  
[www.jarrowschool.com](http://www.jarrowschool.com)

## 01. Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary reorganisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all curriculum areas and the range of extra-curricular opportunities is wide. We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, France, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class. We maintained our 'Good' judgement in our most recent inspection (June 2022).

Inspectors from Ofsted commented that: 'The behaviour and attitudes of pupils at the school is a strength. Pupils speak politely to one another, listen to staff and are welcoming to visitors to their school.' 'Pupils are encouraged to contribute to the school community. These opportunities help pupils develop a sense of pride in their school. They feel happy and safe.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 and the site is managed under a PFI contract. We have first class facilities in all areas including a community swimming pool.



## 02.

## Job Description

**POST TITLE:** Learning Resource Centre Co-ordinator  
**RESPONSIBLE TO:** Assistant Headteacher

### Overall Objectives of the Post:

- To manage, develop and promote the Learning Resource Centre to ensure that an effective resource and information service is provided which supports teaching and learning
- To assist in the organisation and delivery of Accelerated Reader and/or other literacy-based resources in the school

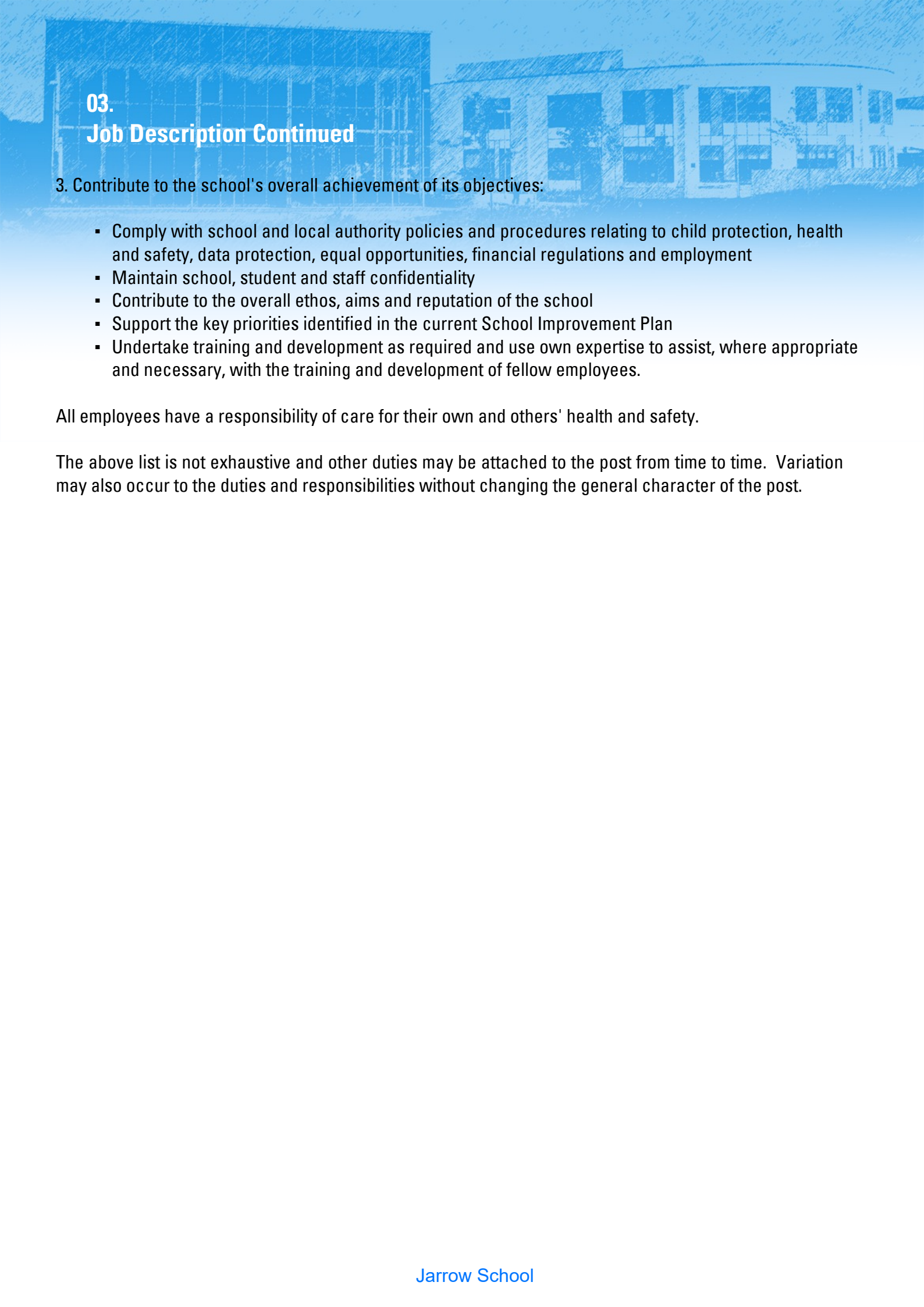
### Key Tasks of the Post:

1. Manage and organise resources, facilities and services provided by the Learning Resource Centre (LRC), in conjunction with senior staff, to allow flexible access and support for curricular activities, study support and independent learning

- Index, catalogue and classify learning resources in the LRC and develop and maintain accurate and reliable catalogue and lending systems
- Select, acquire, purchase, organise, advise on and promote learning resources in all formats which support the curriculum and teaching and learning in consultation with senior staff and subject leaders
- Collaborate with senior staff and curriculum leaders in the planning and development of relevant learning and study skills programmes in the LRC
- Contribute to the development and promotion of the use of relevant ICT applications to support teaching and learning in the LRC and keep abreast of ICT initiatives which have an impact on the resources available in the LRC
- Encourage the active participation of students and teachers in accessing all the facilities and resources available through the LRC
- Create a welcoming and 'user friendly' learning environment at all times of the working day, interacting with students in an organisational sense as required
- Take an active involvement in liaising with the Careers Advisor and the development of up to date information, advice and guidance through the LRC
- Participate in primary/secondary and post 16 transition initiatives
- Organise book events, author visits, book fairs and exhibitions in consultation with senior staff
- Develop and maintain links with external agencies and sources to maximise the use of appropriate materials and information for the LRC, including public libraries, museums, local colleges and community learning services
- Take responsibility, along with an appropriate member of the SLT, for the production of an annual LRC Development Plan
- Take responsibility for the preparation and presentation of an annual report on the operation and effectiveness of the LRC

2. To provide an efficient organisation of all aspects of data relating to Accelerated Reader and/or other literacy based resources in the school

- Create and produce reports on school data to inform senior staff and governors eg individual student targets against national data and subject area reports relating to student performance
- Support other staff working with school data (e.g. attendance, school reports, primary transition and transfer post 16)



03.

## Job Description Continued

### 3. Contribute to the school's overall achievement of its objectives:

- Comply with school and local authority policies and procedures relating to child protection, health and safety, data protection, equal opportunities, financial regulations and employment
- Maintain school, student and staff confidentiality
- Contribute to the overall ethos, aims and reputation of the school
- Support the key priorities identified in the current School Improvement Plan
- Undertake training and development as required and use own expertise to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

## 04. Person Specification

|                                     | Essential                                                                                                                                                                                                                                                                                  | Desirable                                                                                                                                                                                                                                                                                                                                                                                              | Method of Assessment                                                                                                         |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Educational Attainment</b>       | <ul style="list-style-type: none"> <li>Advanced level qualifications, including English (or equivalent)</li> </ul>                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Qualification in Information/Resources</li> <li>Higher education qualification in relevant field</li> </ul>                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>                                     |
| <b>Work Experience</b>              | <ul style="list-style-type: none"> <li>Experience of employment related to education of young people and learning resources</li> <li>Experience of working with own initiative and minimum supervision</li> <li>Previous experience in handling data</li> </ul>                            | <ul style="list-style-type: none"> <li>Experience of working in a library/learning resource centre in a school or college environment</li> <li>Experience in a post which supports raising pupil achievement</li> <li>Experience in using Accelerated Reader or other literacy-based resources with groups of students</li> <li>Experience of working with primary and secondary age pupils</li> </ul> | <ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>                    |
| <b>Knowledge/ Skills/ Aptitudes</b> | <ul style="list-style-type: none"> <li>Excellent interpersonal skills</li> <li>Good communication involving oral, written and IT skills</li> <li>Ability to self motivate and motivate a team</li> <li>Knowledge of issues relating to current learning environments and styles</li> </ul> | <ul style="list-style-type: none"> <li>Skill in negotiating with teaching staff</li> <li>Skill in handling data</li> <li>Knowledge and skill in using Accelerated Reader</li> </ul>                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>                    |
| <b>Disposition</b>                  | <ul style="list-style-type: none"> <li>Calm and able to work in busy environments and to short deadlines</li> <li>Confidential and tactful</li> <li>Responsible and reliable</li> <li>Patient and assertive</li> <li>Committed to the support and development of young people</li> </ul>   |                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>                    |
| <b>Circumstances</b>                | <ul style="list-style-type: none"> <li>Able to be flexible in working patterns</li> <li>Enhanced DBS clearance</li> </ul>                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>DBS Check</li> </ul> |

## 05. How to Apply

### How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you would like any further information or to arrange a visit.

Applications to be returned to Mr P. Atkinson by either email to: [headspa@jarrowschool.com](mailto:headspa@jarrowschool.com) (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Mr P. Atkinson  
Head Teacher  
Jarrow School  
Field Terrace  
Tyne and Wear  
NE32 5PR

Closing date for receipt of applications for this post:

**9.00am Friday 18 September 2026**

Jarrow School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.

Proud to be a  
**Schools North East**  
Partner School



Jarrow School