

**Job Title:** LRC Coordinator

**Reporting to:** Business Manager

**Grade:** 6

## **Overall Purpose of the Post:**

Manage the effective running of the LRC, ensuring it is an attractive, effective and accessible resource for use by students, staff and community programmes.

To take overall responsibility for the management of the academy's LRC, including internal fitting and stocking and ensuring the acquiring, cataloguing, tagging stock take and organisation of all resources appropriate to the learning needs of the students and staff.

## **Main Duties and Responsibilities**

- To raise the profile of reading and support the academy in raising the standards of reading through the supervision and promotion of its reading programmes and events;
- Contribute to the Academy Improvement Plan, particularly in relation to the development of ICT and information literacy;
- To promote and reward students' success in developing their reading across the academy;
- To assist students develop research skills;
- To implement the academy LRC policies, in order to support the academy in meeting its targets;
- To provide regular reports on the needs and performance of the LRC and its usage and maintain a record in order to monitor its effectiveness;
- To supervise pupils reading and working in the LRC and to maintain high quality and stimulating working conditions for them;
- Co-ordinate and undertake routine testing;
- To promote the importance of reading in the life of the academy and its community by participation in special cultural, reading and other social and curricular events;
- To run an after-school enrichment activity every week and lunch time activities to help develop a life-long love of reading amongst the students;
- To ensure that optimum use is made of ICT within the LRC to support reading and other areas of students' learning;
- To provide information and reading packs suitable for use by students and staff;
- To select, acquire and maintain book resources for the LRC and the academy's reading programmes;

- To organise, catalogue and classify books and other resources to ensure ease of use by pupils and staff and to support the academy's reading programmes;
- To liaise with external agencies and suppliers where appropriate;
- To develop links, events and programmes for our wider community to encourage, support and promote the importance of reading in both the home and wider life;
- To work alongside the Curriculum Leader for English and Assistant Principals for Deep Support and Experience to implement and evaluate the academy's reading policy;
- To assist in the compilation of reports about the LRC and reading programmes and their effectiveness, for the Principal and the Local Academy Council;

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Local Academy Council, parents and any other visitors to the academy.