



Job Description

Post Title: Learning Resource Centre Manager

Pay Scale: Grade 5

Responsible to: Assistant Head Teacher

Main Purpose of the Post:

- To manage the resources, organisation and administration of the Learning Resource Centre, including the promotion of the centre as a service for students and staff which supports and encourages learning

Principal Accountabilities:

- Lead in the planning, development and organisation of library systems in line with the Academy's development plan
- To supervise and support students in the Learning Resource Centre and assist in identifying students in need of intervention in reading ability
- Promote the centre and in particular accelerated reading, throughout the Academy
- In consultation with subject leaders, select books and resources within agreed budget limits
- To maintain accurate catalogues of all resources and develop accelerated learning database
- Plan events to promote reading such as invite poets, authors into the Academy
- Arrange competitions/activities to inspire reading and writing
- Read books with student to enhance student reading ability
- Create promotional material such as posters and leaflets
- Provide monitoring reports on usage and reading patterns
- Undertake other administrative tasks to support the Academy upon request.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.

- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- An understanding of the national curriculum and the resources needed to support learning
- GCSE level 2 or equivalent in English and Maths
- An understanding of stock retrieval systems
- Ability to work as part of a team and use own initiative
- Ability to think creatively and use own initiative
- Effective communications skills
- Efficient and effective organisation and prioritising skills
- Effective IT skills and experience in the use of Microsoft Office packages
- Ability to work in a challenging environment and meet deadlines
- Ability to provide and analyse accurate statistical information
- Excellent literacy and numeracy skills.
- Excellent time management skills.
- Experience of conflict resolution.
- Excellent administration skills and previous experience working in an office environment.
- Knowledge of all matters relating to child protection and safeguarding.
- Experience of working with vulnerable and/or disengaged students.
- First aid qualified (or willing to undertake training).
- Able to work in a challenging environment and meet deadlines.
- Able to provide and analyse accurate statistical information.

Creativity and Innovation:

- Content of promotional materials
- In Centre Initiatives/Activities
- Tailoring intervention strategies
- Stock purchases (shared responsibility with subject leaders)
- Manage own workload to ensure effective administration of the Learning Resource Centre.
- Uses discretion when to seek advice from line management e.g. bad behaviour
- Responds to on the spot incidents requiring immediate attention/decisions on/off the Academy premises and/or without direct contact with a senior member of staff
- Work to Multi Academy Trust policies and procedures as stipulated in Academy Handbook.
- Design, develop and implement systems, office practices and procedures to ensure efficiency of the pastoral support system.
- Monitor and respond to student learning and behaviour at all times by making adjustments to supervised activities.

Decision-Making:**Discretion:**

- Content of promotional materials
- In Centre Initiatives/Activities
- Tailoring intervention strategies
- Stock purchases (shared responsibility with subject leaders)
- Manage own workload to ensure effective administration of the Learning Resource Centre.
- Uses discretion when to seek advice from line management e.g. bad behaviour
- Responds to on the spot incidents requiring immediate attention/decisions on/off the Academy premises and/or without direct contact with a senior member of staff
- Manage own workload to ensure the effective administration of pastoral support in the Academy
- Be proactive in the development of community relations

Consequences:

- Positive impact on students' reading ability and placement into appropriate English groups

Contacts and Relations:

- School Librarians throughout City
- Executive Principal/SLT/Staff/Governors for information giving/receiving – daily
- Students/parents on a daily basis to offer pastoral support and guidance.
- Line manager/senior leaders to escalate issues and report information
- Contact with external agencies, including Home Tuition Service, Family Initiative Service, Diversity Service, Children and Family Services, Academy Nurse, Educational Psychologist, police, etc.
- School Librarians throughout City

Responsibility for Resources:

- I pad (Max value £350)

Working Environment:**Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Trust policies and regulations are adhered to.
- Work is also subject to external deadlines which are not negotiable and the Academy could incur financial penalties if not met

Physical Demands:

- Work will require normal physical effort

Working Conditions:

- Work will be undertaken in a normal school/office type environment

Work Context:

- Work is undertaken in a school environment and may be subject to challenge from parents and students

Position in Academy:

Indicate how many staff the post is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature