



## Job Description: Learning Resource Centre Manager

This appointment recognises the requirements of the current Support Staffs' Pay Conditions Document. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

<b>Salary Scale:</b>	PS7
<b>Hours of Work:</b>	Full Time, 40 hours per week (08:00 – 16:30)
<b>Contract Type:</b>	Permanent, Term-time only (+ 1 weeks during school holidays)
<b>Accountable to:</b>	Assistant Principal
<b>Accountable for:</b>	Learning Resource Centre Assistant

### Job Purpose:

To manage an efficient and effective Learning Resource Centre (LRC) which supports the curriculum provision and encourages a passion for literacy across the whole School.

### Responsibilities

#### 1. Accountability

- a) To support the English department in delivering Accelerated Reader, by supporting the lessons in the LRC, delivering suitable schemes of work and providing 1:1 support to individual students.
- b) To manage the Accelerated Reader results, providing student data, reports and information to parents and liaising with relevant staff.
- c) To promote a passion for literacy and reading throughout the school, engaging staff and students with reading related activities, including author visits, book promotion events, displays.
- d) To manage the students who use the LRC when they have a partial timetable.
- e) To liaise with external organisations including other educational establishments within the Trust and local libraries.
- f) To work closely with the SEN and English departments, to participate in and contribute to the development of the curriculum, attending meetings where required.
- g) Advise on and manage the stock within the LRC, including books and multimedia.
- h) Oversee the classification and cataloguing of all stock.
- i) To manage the books borrowed by students, ensuring accurate records and stock control.

- j) To support the students in the development of learning and with the passion for literacy, by providing suitable advice and guidance.
- k) To manage the LRC budget, maintaining the quality and relevance of the resources.
- l) To manage all the administration relating to the LRC.
- m) To manage the student librarians.
- n) To manage extra curricular activities within the LRC.
- o) To work closely with curriculum leaders in developing appropriate resources to complement and enhance the school syllabus.
- p) To manage usage of the LRC for events, seminars and clubs beyond the usual scope of the LRC.
- q) To work with the Transition Lead to promote reading and literacy to feeder schools.

### **3. Communication**

- a) To liaise with the whole school and all departments.
- b) To liaise with senior leaders.
- c) To communicate to a range of audiences, through newsletters and other media.
- d) To share good practices with other departments.

### **4. Training and Development**

- a) To participate in arrangements for further training and developments.
- b) To initiate new ideas and encourage developments.
- c) To further, develop ways of improving systems and procedures.
- d) To participate in the Tomlinscote School Performance Management Programme as per whole school policy.

### **5. Other Duties**

- a) To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- b) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time.
- c) To contribute to the overall ethos and aims of the Prospect Trust.