



Job Description and Person Specification

Job Title:	Learning Resource Manager
Reports to:	Assistant Principal/ Head of English
Start date:	August 2021
Salary:	Grade 4, Points 9 - 12

The Postholder will:

Support the school by

- Managing, maintaining and promoting the school library and teacher resources

Support the teaching staff by

- Identifying and buying quality resources for the school library and classrooms to deliver the national curriculum and strategies and support equality and diversity issues
- Assisting in the delivery of information skills and information literacy teaching in the school
- Selecting resources from the Schools Library services. Advise on copyright issues so as duplication of materials do not infringe copyright laws
- Work with subject leaders to develop their schemes of work by identifying resources and equipment that will be of use to them

Support the students learning by

- Promoting enjoyment of, and excitement about reading to all children
- Establishing skills for independent learning

Key responsibilities:

- Develop and promote the role of the library in the school with an active engagement in diversity and equality issues
- Work closely with teaching staff to plan and deliver the information skills curriculum
- Promote the effective and efficient use of the library and library resources
- Lead and implement initiatives that promote importance of reading for pleasure, working with teaching staff to take a strategic approach to cultivating a love of reading in children
- Manage the school library and library resource throughout the school
- Select, acquire, maintain and withdraw library stock, ensuring a balance between subject and ability levels
- Organise, catalogue and classify library resources, both electronic and print based
- Prepare financial estimates for the school library and manage the budget
- Supervise and train staff, parents, volunteers and pupil librarians working in the library
- Make full use of ICT in the library and manage the library room on the school's system.
- Make the library attractive and accessible to all children and staff, including displays, guiding and publicity materials
- Keep the Principal, school governors and parents informed about the needs and development of the Learning resource centre



Person Specification (A Application, R References, I Interview)

Qualification Criteria

	Essential	Desirable
GCSE Maths and English or equivalent	X	
Knowledge and understanding of library and information skills	X	
Knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources		X
Knowledge and commitment to equalities and diversity issues in the provision of library services	X	
Knowledge of how ICT can be used to support reading development	X	
Awareness of child development and the role of reading in the educational development of the child	X	
Substantial library experience, with experience of working with schools or with children		X
Ability and courage to innovate	X	
Ability to think strategically and creatively, as well as having an eye for detail		X
Excellent communication skills, both oral and written, and the ability to adapt to very different audiences	X	
Ability to assume responsibility for your own work, devise your own work schedule and set appropriate targets and achieve them	X	
Excellent organisation and time management skills	X	