



<b>Post Title</b>	Learning Resource Manager
<b>School / Organisation</b>	Avanti Fields School
<b>Location</b>	Leicester
<b>Grade</b>	Grade 4, £26,646 - £28,213 per annum, pro rata Approximately £9,944 - £10,529 per annum (0.37320 FTE)
<b>Hours</b>	17.5 Hours per week
<b>Contract Type</b>	Permanent Term Time only
<b>Reports to</b>	Assistant Principal / Head of English
<b>Preferred Start Date</b>	April 2026

### MAIN PURPOSES OF THE JOB

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 school's 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
- Supervising students using the library for independent study during lunch, break time and after school
- Establishing skills for independent learning

### RESPONSIBILITIES OF THE JOB

- 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 the importance of reading for pleasure, working with teaching staff to take a strategic approach to cultivate a love of reading in children
- Manage the school library and library resources 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, guidance and publicity materials



- Keep the Principal, school governors and parents informed about the needs and development of the Learning resource centre

<b>RESPONSIBILITIES OF THE JOB</b>			
<b>Criteria</b>		<b>Requirement</b>	
		<i>Essential</i>	<i>Desirable</i>
1.	GCSE Maths and English or equivalent	X	
2.	Knowledge and understanding of library and information skills	X	
3.	Knowledge and understanding of teaching and learning, educational issues and the National Curriculum as they relate to the provision of learning resources		X
4.	Knowledge and commitment to equality and diversity issues in the provision of library services	X	
5.	Knowledge of how ICT can be used to support reading development	X	
6.	Awareness of child development and the role of reading in the educational development of the child	X	
7.	Substantial library experience, with experience working with schools or with children		X
8.	Ability and courage to innovate	X	
9.	Ability to think strategically and creatively, as well as having an eye for detail		X
10.	Excellent communication skills, both oral and written, and the ability to adapt to very different audiences	X	
11.	Ability to assume responsibility for your own work, devise your own work schedule and set appropriate targets and achieve them	X	
12.	Excellent organisation and time management skills	X	
13.	Commitment to the safeguarding and welfare of all students	X	

<b>FURTHER INFORMATION</b>
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p> <p>For further information - <a href="https://avanti.org.uk/wp-content/uploads/2025/09/Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf">https://avanti.org.uk/wp-content/uploads/2025/09/Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf</a></p>