

JOB DESCRIPTION

POST: Learning Resource Centre Coordinator	
GRADE: Grade E SCP 6-9	
RESPONSIBLE TO: Head of English	
STAFF MANAGED: None	
JOB PURPOSE:	The core focus of this job is assist in the day to day running of the library/resource centre to enable pupils to access services to support learning
JOB CONTEXT:	<p>The library/resource centre is the hub of learning within the school where activities are delivered to support the learning of the pupils.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>This post is based within the Library/Resource centre in the school.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Support pupils and staff in using the library resources. • Support and assist in the use of library technology including ICT. • Support pupils to develop learning, research, and study skills. • Oversee the use of books and other library resources, using agreed systems for recording use. • Lead with promotions, displays and other activities in the library. • Deliver planned learning activities for small groups of pupils in the library as directed by senior and/or teaching staff. • Supervise students using the library, ensuring behaviours are maintained in the absence of a teacher. • Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies. • Undertake administration duties as required • Catalogue library resources and index learning materials using agreed protocols. • Responsible for the organisation of an efficient and effective Library which supports the Curriculum. • Maintain supervision and analysis of online systems.
Communications	<ul style="list-style-type: none"> • Communicate with staff and pupils using the library to provide information and guidance on the use of library resources • Liaise with subject Heads to ensure stock is in line with course curriculum requirements. • Network with other school librarians. • Maintaining an effective partnership with teachers and support staff in order to identify their curriculum requirements and match these to relevant resources available.

Resource management	<ul style="list-style-type: none"> • Manage the Library/Recourse centre budget effectively. • Order and maintain stock securely as directed. • Receive and check deliveries. • Demonstrate own duties to other staff as required. • Ensure library is kept tidy and presentable. • Participate in appraisal, training and other learning activities.
Safeguarding	<ul style="list-style-type: none"> • Know about relevant Trust, School, Government and local guidance, policies, and procedures, and how they work in the wider workforce. • Adhere to data protection legislation. • Be responsible for promoting and safeguarding the welfare of children and young people.
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure. • Ensure that compliant records are kept for Health and Safety training, checks and audits.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Trust's Equality and Diversity Policy. • Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture, and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	June 2023

Learning Resource Co-Ordinator
PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Knowledge of procedures for use of library resources, cataloguing, supervising library users, ordering resources and maintaining library technology • Knowledge of budget management techniques 	<ul style="list-style-type: none"> • Experience/awareness of secondary education, current issues and trends
Experience <ul style="list-style-type: none"> • Experience of working with children • Administration experience • Experience of supervising staff • Experience of managing a budget • Experience of working in a library environment 	<ul style="list-style-type: none"> • Line management experience • Experience of developing policies
Occupational Skills <ul style="list-style-type: none"> • Excellent literacy skills • Organisational skills • Good communication skills • Good information retrieval skills • Good ICT skills • Creativity • Customer service skills • Ability to work as part of a team • Research skills • Enthusiasm for reading and literacy • Organise own workload and use initiative to deal with problems as they arise 	
Qualifications <ul style="list-style-type: none"> • Level 3 qualification to evidence good numeracy and literacy skills • Willingness to work towards national occupational standards in Information and library services, archive services and records management 	<ul style="list-style-type: none"> • Chartered librarian status
Other Requirements <ul style="list-style-type: none"> • Enhanced DBS clearance required • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	

<ul style="list-style-type: none">• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintaining discipline• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	
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