



Job Description - Learning Resource Centre Manager

Job details

Salary: SCP 11-17 (25,979-28,770 - Band 7)

Hours: 37 hours per week

Contract type: Full time, permanent, term-time only + 5 days (39 weeks)

Reporting to: SLT member

Responsible for: N/A

Main purpose

We are seeking to appoint a Learning Resource Centre Manager (Librarian) within our school. The successful candidate will work closely with the Senior Leaders and relevant staff, as part of a specialist team including teachers, support staff and a range of other professionals to support the learning and welfare of our children. The role will involve management of the Learning Resource Centre on a day-to-day basis as an open access learning area for all students. The post holder will provide an environment for study and pleasure with access to, and use of, all resources during the school day. Ensuring that all resources are up to date and accessible for all.

Duties and responsibilities

- Provide a professional learning resource and information support service, overseeing the organisation and management of the Learning Resource Centre (Library)
- Create and maintain a vibrant, dynamic and imaginative Learning Resource Centre to meet the educational needs of learners in liaison with Curriculum Leaders
- Manage the Library and the issuing of resources
- Support library lessons.
- Support all users in the Library to locate information and resources
- Promote and encourage literacy, study, information and retrieval skills and independent learning amongst all students/pupils
- Manage the Library stocks, orders and budget, in line with the relevant Financial procedures and controls
- Support with the delivery of whole school literacy initiatives.
- Be responsible for the efficient and effective systems for operating the issue and distribution of Library resources and equipment
- Be responsible for the accurate cataloguing and classifying of all materials and equipment and for maintaining an ongoing assessment regarding condition and repair of library equipment and resources
- Promote the Library through displays, publications and other digital formats.
- Ensure that the Library is a welcoming and interesting environment to all users with high quality displays and innovative methods of information retrieval
- Manage events such as author visits, speakers to promote literacy and inspire students.
- Shelve books and tidy shelves on a regular basis throughout the day.
- Initiate and develop the wellbeing area of the Library with relevant resources. Ensuring that it is an inviting space for all users (staff and students) with up to date and relevant resources.
- Work with and have regular meetings with SENDCO to further develop the Library and the Library resources we have to support SEND students.
- Deliver book club as part of the Enrichment program.
- Be responsible for the day to day support for accessing ICT services within the Library.

- Liaise with staff in order to promote and maintain awareness of the Library and to ensure facilities and materials can satisfy departmental and individual needs.
- To provide materials relevant to topics being taught for use by individuals, classes or whole year groups.
- To undertake any required training and development as required for the performance of duties.

Working with Students and Staff

- Establish good relationships with learners, acting as a role model, establishing a balance between pupil support and independent learning, according to individual pupil needs and working with the School and Trust's ethos and values
- Promote the importance of reading and the enjoyment of literature
- Ensure all learners operate equipment and use learning materials safely and responsibly
- Support learners to understand instructions
- Support learners in respect of local and national learning strategies in literacy, ICT and numeracy, in liaison with teachers
- Be responsible for ensuring student helpers are effectively trained in all required aspects of administration systems and procedures to ensure the smooth running of the Library.
- Be responsible for the management and supervision of students/pupils using the Library
- Supervise and train students in the use of the Library and accessing Library provisions.
- In the absence of an appropriate teacher supervise activities in the Library e.g. Lunch period and Homework groups.
- Develop information skills of staff in support of the curriculum, in consultation with the appropriate teaching staff
- Support the teachers in managing pupil behaviour, working with the school behaviour policy to ensure the appropriate logging and follow up procedures are followed as appropriate
- Ensure all staff operate equipment and use learning materials safely and responsibly
- Assist with the supervision of learners out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and learners on visits, trips and out of school activities as required

Reading and Literacy Support

- Organise Library resources through systematic indexing, classifying and cataloguing, to ensure effective access to, and retrieval of, learning materials
- Compile resources packs for use by learners and staff
- Organise, facilitate and promote reading challenges, undertaking a key role in the development of personal reading in all students, as part of a whole school literacy policy.
- Select and maintain a quality fiction stock reflecting a wide variety of genres and interests, including moral, social, ethical and multicultural issues appropriate to KS development and recorded reading ages. Prepare year appropriate lists of recommended fiction reading.
- Administer and record personal reading achievement, maintaining close liaison with appropriate teaching staff, identifying and reporting performance/concerns as appropriate.
- Produce and issue Reading Award certificates.
- Plan and deliver lessons promoting reading strategies and maintaining student engagement in personal reading initiatives.
- Support the relevant Leaders in the coordination and delivery of reading interventions.

Development

- Maintain an awareness of relevant Library developments in education, networking with the appropriate external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations, e.g. Schools Library Service, Museum service, etc.
- To maintain links with the feeder primary schools, particularly in order to support a coherent approach to information skills and stock provision
- Develop and implement a policy for the Library which reflects the educational aims and objectives of the school and monitor the effectiveness of the policy on a regular basis.
- Conduct an annual report on the Library's stock and developmental needs in relation to its integral role in supporting the curriculum
- Develop, implement and keep under review Library procedures
- Contribute to curriculum planning and learning delivery mechanisms
- Assist in research to further develop library stock and equipment including computerised ICT provisions.

- Develop and support study themes and determine the appropriate Library facilities and learning aids in liaison with the relevant Departmental/Faculty Head or teacher in charge of a subject area.
- Produce literature, posters, organise events, exhibitions, displays etc. to promote and maintain awareness of the Library facilities.
- Prepare submission for funding as required.
- Update and maintain literature obtained from various sources which is required for the benefit of Library users.
- Assist to develop and promote the Library whilst upholding the practices, procedures and overall ethos/work/aims of the school and Trust
- Attend school teaching and learning meetings, as appropriate.
- Promote the effective and efficient use of the Library and its resources

General Requirements:

- Develop and promote high standards throughout the School
- Be familiar and comply with all relevant school and Trust policies and procedures relevant to the role
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school and Trust
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Keep records in accordance with the Trust retention schedules, ensuring information security and confidentiality at all times
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy contributing to the safety of children and young people and protect them from harm
- Safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children in line with Keeping Children Safe in Education and provide a safe environment in which children can learn.
- Undertake any other duties, commensurate within the grade, at the discretion of the line-manager

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will undertake.

Person specification

CRITERIA		E/D	IDENTIFIED
EDUCATION AND TRAINING	Minimum of 5 GCSEs Grade 4 – 9 (A –C) or equivalent including English and Maths.	E	A
	CILIP Qualification	D	A
EXPERIENCE	Good working knowledge of software packages including Google, Microsoft and other computer based systems	E E	A A
	Dealing with face-to-face, electronic and telephone interactions	E	A
	Experience of working in a school environment	D	A
	Working and collaborating within a team	D	A
	Excellent organisational skills and willingness to be flexible	D	A
SKILLS AND ABILITIES	Excellent working knowledge of ICT applications.	E	A/I/T
	Good oral and written communications skills	E	A/I/T
	Ability to respond quickly and effectively to issues that arise	E	A/I/T
	Ability to plan, organise and prioritise to meet deadlines	E	A/I/T
	Good literacy and numeracy skills to be able to produce complex documentation.	E	A/I/T
	Ability to use own initiative and take action accordingly	E	A/I/T
	Excellent attention to detail	E	A/I/T
	Ability to build effective working relationships with colleagues	E	A/I/T
	Understanding of data protection and confidentiality	E	A/I/T
	Understanding of safeguarding	E	A/I/T
	Ability to maintain confidentiality.	E	A/I/T
	Ability to organise and prioritise work, use own initiative and work as part of a team.	E	A/I/T
	Customer orientated.	E	A/I/T
	Ability to build effective working relationships with staff and other stakeholders	E	A/I/T
	Ability to adapt and be flexible to the needs of the school.	E	A/I/T
	Ability to organise their own workload with minimum supervision and prioritise to meet deadlines and meet the needs of the school/ Trust.	E	A/I/T
	Reflects on performance and is committed to improving services.	E	A/I/T
Represents the school/ Trust with integrity and professionalism.	E	A/I/T	
Resilient and able to work under pressure.	E	A/I/T	
Flexible approach and adapts to change in a positive manner.	E	A/I/T	
OTHER REQUIREMENTS	Commitment to promoting the ethos and values of the school and Trust and getting the best outcomes for all pupils	E	A/I
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the school	E	A/I
	Commitment to a team approach; exchanging ideas and providing support to colleagues where needed	E	A/I
	Commitment to maintaining confidentiality at all times	E	A/I
	Commitment to safeguarding and equality	E	A/I
	Deals with difficult situations effectively	E	A/I
	Patient, flexible and adaptable, meticulous and conscientious	E	A/I
	Willing to undertake training and continuous professional development in connection with the post.	E	A/I
	Willingness to undertake an Enhanced DBS disclosure.	E	A/I

This job description may be amended at any time in consultation with the postholder.

Last review date: