



JOB DESCRIPTION

Learning Resource Centre Manager

Grade: Grade 6 pt 21-26

Hours: 37 hours per week
Thursday 8.00 am – 4.00 pm; Friday 8.00 am – 3.30 pm
Term Time only + 3 Inset days

Responsible to: The Headteacher through the Literacy Co-ordinator

Purpose of the Post:

The Learning Resource Manager has a key role in promoting independent learning and working with teaching colleagues to raise students' attainment.

The Library Resource Centre Manager is responsible for:

- (a) **LEADING** the Learning Resource Centre
- to ensure the Library is an attractive and stimulating environment
 - to ensure the highest possible levels of educational experience for all users
 - managing the day-to-day operation of the relevant school policies
 - to ensure the Library supports the highest possible level of achievement for every student
 - providing vision, energy and drive
 - assisting the Governing Body and School Management Team to revise and redraft the policy and strategy for the use of the Library as necessary
 - encouraging and facilitating the sharing of good practice
 - involvement, as necessary in planning, monitoring and evaluating the Library's policies and activities
 - contributing to the whole-school policy-making and development planning processes
 - implementing the school's Equal Opportunities and other policies
 - liaising with Faculty areas re. cross-curricular issues and taking an active part in these (including supporting all subject areas re. the development of differentiated materials and other resources)
 - communicating with parents and pupils as necessary
- (b) **MANAGING** the Library's resources
- ensuring that Library's room(s) and adjacent areas present a stimulating environment
 - liaising with relevant staff to ensure the Health and Safety of students and staff, and that Risk Assessments are carried out and acted upon
 - bidding for 'capitation' resources in consultation with the Literacy Co-ordinator / Curriculum Leader for English
 - managing the annual budget allocation
 - being responsible for the care and economical use of all departmental (stock and equipment) resources
 - initiating and implementing all Health and Safety procedures
- (c) **SUPPORTING LEARNING AND ACHIEVEMENT**
- working with classes and with small groups of students to support independent learning and raising achievement
 - advising teaching colleagues on appropriate learning resources

- ensuring that identified resources are available for students

(d) PLANNING AND DEVELOPING the Library's continuous improvement

- including adapting its role to meet developing whole-school needs.

(e) MONITORING AND EVALUATING the Library's work, policies and systems

(f) LIBRARY WORLD (Eclipse CRC)

- to input class data/characteristics of contextual groups
- to label and update stock
- to set term times – STAR tests
- to co-ordinate STAR tests for each assessment week
- to manage the reading certificate schemes
- to send overdue reminders to students
- to screen book reviews and add them to the library WordPress blog
- To promote the 'Book of the Week'
- To promote events, author visits and competitions through social media
- To update the blog with current news and events

(g) DISPLAY AND PROMOTION

- to ensure the LRC is an attractive, stimulating environment that appeals to ALL students
- to ensure that displays **promote learning** and are regularly updated including:
 - word count display
 - millionaire board
 - students promoting books
- to produce updated and differentiated reading lists that are constantly accessible
- to use the school Twitter and Facebook pages to promote reading – holiday reads, reading lists, initiatives
- to ensure that LRC promotions are communicated whole school – use of the bulletin
- to ensure there are regular promotions designed to encourage reading for pleasure – banned books, blind date with a book etc

(h) SUPPORTING teaching and learning

- to liaise with the English faculty regularly, attending meetings with an AR agenda item
- to implement strategies to improve the literacy of the disadvantaged cohort that are initiative based and not resource-led
- to provide extra-curricular opportunities to support reading
- CPD – LRC resource managers

(g) Any other duties as may be required by the Headteacher in the light of the developing curriculum.

NOTES:

This Post Specification may be subject to modification or amendment at any time, after consultation with the post holder.

Signed: _____

Date: _____