**Bishop Heber High School**

**Job Description**

**(AAAE7165)**

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| **JOB TITLE** | **School Library and Student Resource Manager**  |  |  |
| **REPONSIBLE TO** | ***Headteacher and Business Manager***  | **GRADE 7** | **SCP 25 - 29** |

**BASIC JOB PURPOSE**

*To organise the general day-to-day running of the Library and student resources and to promote the Library as an effective centre for independent learning for all students*

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| **NO** | **MAIN RESPONSIBILITIES** |
| **1** | To organise the day-to-day running of the School Library and liaison with school staff as required over Library related issues. |
| **2** | Liaison with Subject Leaders in order to review their requirements and observations on Library issues. In conjunction with the Literacy Coordinator develop a school literacy programme |
| **3** | To promote the development of reading and literacy skills for information, recreation and reading for pleasure. Manage, in partnership with the Subject Leader of English and appropriate staff, the promotion, development and administration of Accelerated Reader programme. |
| **4** | To organise, direct and participate in appropriate IT training for students.  |
| **5** | To attend Year 7 Information Evening and Open Evenings to promote the Library and independent learning |
| **6** | Management and administration of the Library budget and to liaise with the Cheshire Education Library Service for the management of the contract and loans and to manage the library system to catalogue stock. |
| **7** | To support 6th Form Students with the Extended Project Qualification, register and supervise silent study and to work with the Director of 6th Form on UCAS applications. |
| **8** | To manage all matters concerning Library/Learning Resource Centre software, security and furnishings. |
| **9** | Provide Library introduction lessons so that students are given foundations for effective study skills and to make the Library resources available at break and lunchtimes and after school. |
| **10** | To develop competitions and other promotional events and to provide regular updates on the School’s website, Twitter with news feeds and to edit and produce the half termly newsletter. |
| **11** | To work with our disadvantaged students in the “Homework Hub” and to develop strategies to engage with them and their families. |
| Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job. |