

NAME OF EMPLOYEE

SALARY

GR4A

JOB DESCRIPTION – effective from date of agreement

1.0 JOB TITLE **Learning Resource Centre Manager**

2.0 JOB PURPOSE

2.1 The provision, development and co-ordination of learning resources in the school. Promoting and developing the centre to support the school's aim of raising achievement, both for individual pupils and curriculum areas. Promoting, encouraging and supporting reading for both information and pleasure.

3.0 DUTIES AND RESPONSIBILITIES

3.1 Lead, manage, plan and develop the provision, organisation and supervision of the Resource Centre including instigating programmes which facilitate its use and integrate the centre into the life and work of the school.

3.2 Through liaison with colleagues across the school, select, acquire, organise and promote a wide range of resources, in a variety of formats to support teaching and learning throughout the school.

3.3 Organise resources for effective retrieval, including systematic indexing, classification and cataloguing of all learning resources, and disseminate this information to pupils and staff.

3.4 To develop and use the VLE to promote the resource centre including developing online resources and promoting independent learning.

3.5 To be responsible for the Learning Resource Centre database including maintenance and updates and liaison with the ICT department where required.

3.6 Prepare and manage the LRC budget in order to maximise pupil progress and achievement and ensure value for money; including investigation and application for additional sources of funding to support centre development.

3.7 Effectively Line Manage and deploy the Learning Resource Assistant.

3.8 Through liaison with the English Department, support the Accelerating Reading scheme including supporting individual pupils, groups and whole classes and co-teaching with the class teacher.

3.9 Through a planned teaching programme with staff, ensure that all pupils are able to use the Learning Resource Centre confidently and efficiently, and provide an environment in which pupils can learn and practice techniques in enquiry and research.

3.10 Participate with the teaching staff in the school's development of language, information and learning skills programmes; in particular those areas which involve the development of information research and retrieval skills by pupils.

- 3.11 To contribute towards presentation/open evenings and parent/carer consultation meetings, to encourage independent study and reading beyond curriculum time.
- 3.12 Develop the Library as a study centre/homework club, to promote independent learning and contribute to pupil progress and raise achievement including organisation and supervision of before and after school and break and lunchtime use of the LRC for pupils.
- 3.13 Foster and develop the reading habit in pupils and encourage reading for pleasure and enjoyment as well as for information, including maintaining an up to date knowledge of children's literature and reading and promoting children's fiction.
- 3.14 Organise and publicise events such as World Book Day/theme days and organise visits from authors to raise the profile of reading and writing for pleasure.
- 3.15 Manage the ICT facilities provided in the Learning Resource Centre including the loan of laptops/iPads etc.
- 3.16 Recruit, induct, train and oversee the work of the pupil librarians.
- 3.17 Provide guidance and assistance to teachers on:
 - 3.17.1 Learning materials appropriate to the whole curriculum
 - 3.17.2 Professional reading
 - 3.17.3 Background information to various aspects of the curriculum
- 3.18 Liaise with the relevant organisations, including the Schools Library Association and local primary schools to ensure the most effective use of resources in the community. Develop links with other Library professionals to develop and share good practice.
- 3.19 Ensure a high standard of presentation and display in the Learning Resource Centre, in order to provide a welcome, inspire and motivate pupils to read.
- 3.20 To monitor and evaluate the use and effectiveness of the resource centre including producing an annual report on usage, trends and future development.

4.0 GENERAL

- 4.1 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 4.2 To ensure all tasks are carried out with due regard to Health and Safety.
- 4.3 To undertake the necessary training involved with the post.
- 4.4 To ensure that the highest standards of confidentiality are maintained when dealing with information relating to pupils and/or staff.
- 4.5 To understand and act in accordance with the school's equal opportunities policies.
- 4.6 To undertake any reasonable task requested by the Headteacher.
- 4.7 Such other duties as may be commensurate with the grade of the post in order to ensure the smooth running of the school.

4.8 To adhere to the ethos of the school

4.8.1 To promote the agreed vision and aims of the school

4.8.2 To set an example of personal integrity and professionalism

4.8.3 Attendance at appropriate staff meetings and/or Parent/Carer Meetings

5.0 SUPERVISION

5.1 SUPERVISING OFFICER
Deputy Headteacher - Curriculum

5.2 LEVEL OF SUPERVISION
Plan own work to ensure the meeting of defined objectives

6.0 LINE MANAGEMENT RESPONSIBILITIES

6.1 To line manage the Learning Resource Centre Assistant

7.0 REVIEW AND AMENDMENT

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

8.0 COMPLAINTS

If following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

Job Description issued by
after consultation

(Signature of Headteacher)

Copy received by

(Signature of Employee)

Date
