**JOB DESCRIPTION**

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| **Post Title** | Learning Resource Assistant |
| **Salary range/grade** | Grade 7 |
| **Responsible to** | Assistant Head |
| **Performance management of** | N/A |
| **Base** | The Cedars Academy |
| **Job Purpose**   * To work with specific responsibility in the library for book resources, in providing an effective resource and information service. * To provide a reprographic service to all pupils and staff, in line with overall Academy policy and reflecting the ethos of the Academy. | |
| **Key responsibilities**   * The Learning Resource Centre aims to support the curriculum, including the development of study skills and the appropriate use of Information Technology. * To promote general reading and encourage intellectual curiosity. * To lead on the management of book resources in order to maximise their value and utility in relation to the needs of both students and staff * To provide a reprographics service to staff | |
| **Key Tasks and Activities:**   |  | | --- | | 1. To maintain security of the premises and equipment, locking and opening of the Learning Resource Centre, resources room, offices, and reprographics room. | | 1. To supervise the Learning Resource Centre and manage pupil behaviour effectively in order to maintain an atmosphere that is conducive to study, in line with Academy policy. | | 1. To provide excellent information and advice on books and Learning Resource Centre services to both pupils and staff. | | 1. To undertake routine Library tasks such as enquiries, issues, returns, over-dues, shelving, maintaining borrower files etc. using Eclipse (the Library Management System) and to manage the day to day information processing within Eclipse. | |  | | 1. To manage the Learning Resource Centre budget and make effective decisions about the acquisition of new books, resources and subscriptions and maintain accurate records for the recharge of resources purchased by departments. | | 1. Liaise with, select and manage resources borrowed from, Creative Learning Services. | | 1. Process new and remove old stock in line with the Learning Resource Centre criteria. | | 1. Handle cash payments for stationery and printing credits. | | 1. Maintain display work and notice boards within the Learning Resource Centre. | | 1. Deliver library inductions to all new pupils. | | 1. Assist users with basic IT enquiries and other technology within the Learning Resource Centre. | | 1. Operate print and photocopying equipment, prepare and produce printed material. 2. To liaise with staff as to their printing requirements. 3. Maintain photocopiers around the Academy, liaising with the provider where necessary and maintaining adequate stock levels of paper. 4. To make off-air recordings from terrestrial and Freeview television in response to staff requests, transfer them to DVD, and add them to the Learning Resource Centre catalogue. 5. To undertake laminating, binding etc. of resources as required. 6. To identify equipment and resource needs, order consumables in order to maintain stock levels. 7. Cover for staff absence for all areas of the Learning Resource Centre. | | |
| **Key Performance Indicators**   1. Pupils behaviour & requirements are managed consistently in line with Academy policy | |
| **Expectations and Values:**  The Cedars Academy is committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the school, the post holder will also be expected:     1. Act as an ambassador for the school by supporting our values and expectations of learning. 2. Be a significant presence and role model for pupils and staff and to meet fully the Centre dress code. 3. Follow and where appropriate enact all relevant Academy policies, procedures and guidelines. 4. Contribute to school development through team planning and review meetings. 5. To participate in the academy’s performance management scheme. | |
| The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.  Participation in extra-curricular activities is voluntary but all staff members are encouraged to participate, lead and promote activities to build good relationships with young people and broaden their informal learning opportunities.  All staff are expected to be familiar with and adhere to all Academy policies and, in particular, meet key requirements in relation to health and safety and teaching and learning  This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.  This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**  The Cedars Academy seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employer) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Person Specification**

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| **Essential** | **Desirable** | **How demonstrated** |
| Level 2 qualifications in maths/numeracy and English/literacy  OR  Able to demonstrate competency in literacy and numeracy equivalent to level 2.  Excellent communication & time management skills  Good computer skills  Ability to use own initiative to work flexibly and respond positively to a range of situations  Ability to liaise with others both internally and externally  Knowledge of child protection and health and safety procedures.  Empathy with children and young people.  Ability to work effectively as part of a team.  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. | Experience of working in a library setting  Experience of using an automated library systems  Relevant experience of working with 11-18 students  Relevant NVQ2 in Information & Library Services | Application/Interview/Qualification Certificates  Application/Interview  Application/Interview  Interview/Reference  Application/ Interview/Qualifications  Application/Interview/Reference  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/ Interview  Application/Interview  Application/Interview  Application/ Interview |