

Job Description

Post Title: LRC Manager
Grade: D (pt. 17 – 19)
Hours: 37hrs/TTO + 5 days
Reporting to: Associate Vice Principal/SENCO

Purpose of the post:

To manage and develop the LRC, to ensure that all students develop a passion for reading which will increase literacy skills needed in order for students to achieve their full academic potential.

Duties and responsibilities:

- To manage the development of the LRC on a daily basis
- To manage the Accelerated Reader programme
- To work with individuals and small groups of students identified as having barriers to learning, primarily literacy skills
- To develop and deliver individual and group intervention and learning programmes and to create Literacy Plans for students
- To form effective relationships with designated students and their parents/carers
- To implement the monitoring, evaluating and reviewing of student progress against literacy targets
- To liaise with academy staff and give advice on student reading strategies
- To develop initiatives which engage parents and carers in the learning process (reading)
- To ensure the LRC is of maximum benefit to students both for their curricular needs and for their recreation and leisure needs
- To be responsible for promoting a positive attitude towards reading and stimulating curiosity, through individual advice, displays, curriculum involvement and special events in conjunction with the Head of English/SENCO/AVP
- To select and acquire materials for the Literacy Centre, ensuring that a balance is maintained in the light of the range of genre, fiction and non-fiction, curricular and non-curricular requirements, different age groups and different levels of difficulty
- To ensure that the acquisition of resources is carefully planned and accurately related to the Accelerated Reader Programme within the limitations of the LRC budget
- To ensure the cataloguing on new stock, maintenance of existing stock, regular updating of the book database and completion of the annual stocktake
- To initiate and develop (in conjunction with the Head of English) a planned introduction to resources, particularly for the Year 7 intake, instructs students how to make a full and proper use of the Literacy Centre by using knowledge of the range of material, which is available and expertise in such matters as indexing and retrieval
- To advise and assist individual students to find the books and information they require
- To prepare relevant display materials
- To be responsible for the training and supervision of student librarians
- To supervise students in small groups or one to one learning activities in the academy away from the main teaching area
- To help promote student good behaviour and discipline through positive interactions with students
- To share with colleagues, supporting professionals and parents, issues of concern and positive feedback about student achievement
- To comply with Trust and Academy policies and procedures at all times
- To promote and ensure the health and safety of students, staff and visitors at all times
- To contribute to the overall ethos/aims of the academy

- To treat all users of the academy with courtesy and consideration

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: suppliers, parents/carers, other Trust staff

Internal: students, staff, parents, EAB members and any other visitors to the academy

This job description may be subject to change, following consultation between the post holder and the academy.

PERSON SPECIFICATION

LRC Manager

	Ess	Des	MOA
QUALIFICATIONS			
Minimum of GCSE grade C, or equivalent, in both English and Maths	✓		C
EXPERIENCE			
Understanding of order processing and stockholding procedures	✓		A/I
A good working knowledge of supporting literacy tasks, including Accelerated Reading Programme	✓		A/I
Ability to maintain appropriate records	✓		A/I
Awareness of the learning activities undertaken and the ethos of the academy	✓		A/I
SKILLS			
Excellent communication and listening skills	✓		A/I
Ability to respect and maintain confidentiality	✓		A/I
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓		A/I
Good time management and organisation skills	✓		A/I
Ability to use tact and demonstrate empathy and understanding with a range of visitors, students, facility users and staff	✓		A/I
Ability to participate and contribute to continuous improvement and development of the facilities and academy	✓		A/I
OTHER			
Satisfactory Enhanced DBS	✓		C

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate