



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

POST TITLE:	LRC Manager
GRADE:	Scale SO2 - Salary range spinal point 32 - 34
WORKING HOURS:	Monday – Friday, 36 hours per week (7.45am – 4.45pm including 60 minutes unpaid break)
RESPONSIBLE FOR:	Management of School Library and working with others to plan and deliver literacy interventions across the school.
RESPONSIBLE TO:	Designated member of the Senior Leadership Team

JOB PURPOSE:

The postholder will lead in these areas: -

- To be responsible for the management and strategic development of the LRC (Learning Resource Centre), across both Upper & Lower School.
- To work with teaching staff and the literacy co-ordinator in the collaborative design and implementation of literacy programmes throughout the school.
- To work with the English department to support the facilitation and delivery of relevant reading programmes, literacy interventions and support.
- To contribute to the planning and development of library lessons.
- To work with small groups of students for literacy support and interventions.
- Play a leading role in creating and developing a climate to promote and support reading for pleasure across the school.
- To provide a visually stimulating and friendly atmosphere to encourage students, staff and families in order to promote reading for pleasure.
- To work with all departments to effectively support and resource different department areas.
- To manage, develop and promote the LRC to ensure it is an integral and effective part of the education process, meeting the needs and ethos of the school.
- To take overall responsibility for the management of the LRC and the budget including internal fitting and stocking and ensuring the purchase and organization of resources is appropriate to the learning needs of staff and student.
- To work with teaching colleagues to ensure the effective resourcing for the school VLE.

- To assist students to develop independent learning and research skills and to contribute to curriculum development including sourcing resources and materials.
- To play an integral role in organising and engaging with families and diverse communities to promote reading for pleasure and extended literacy skills to raise achievement and contribute to personal development and lifelong learning.

KEY DUTIES

- To encourage, promote and support:
 - o class use of the LRC during the school day.
 - o students' private study during breaks, before and after school.
 - o a welcoming environment conducive to promoting enjoyment of reading and study.
 - o the organisation and delivery of literacy support and intervention programs.
- To supervise and support students in their private studies, projects and research using both paper based resources and electronic information.

MAIN DUTIES

Strategic Leadership

- Create and implement Library and Information Technology policies which incorporate the educational aims and objectives of the whole school. These must reflect best practice and comply with data protection, copyright, health & safety legislation and the school's disciplinary code.
- Monitor and evaluate the effectiveness of the library's contribution to learning and teaching regularly in order to support the educational aims and objectives of the school.
- To maintain the library database recording student and staff borrowing according to data protection regulations and guidance.
- To provide reports and management information for Line Manager, SLT, governors and others as required.
- Take responsibility for and manage the Library budget, including the preparation of budget bids and projected spending.
- Work with the whole school Literacy co-ordinator and the English department to strategically plan and deliver literacy interventions and programs.

Teaching, Learning & Curriculum

- Select, acquire, organise and promote a wide range of resources in a variety of formats, traditional, electronic and multimedia, to support teaching and learning throughout the school, and where appropriate the equipment to access them.
- Support and advise students and teachers to enable all users to identify, locate, access and effectively use the resources they need to support their curricular and independent needs.

- To work with colleagues in the teaching and delivery of transferrable information learning and knowledge access skills to promote independent lifelong learning.
- To assist in the delivery of literacy based lessons in the School Library.
- To work with the LRC Assistant to produce a weekly whole school Newsletter
- To work with the Literacy co-ordinator to organize a range of events throughout the year which promote literacy within the context of the school's Literacy Policy and practice.
- To work with relevant colleagues to support and promote whole school extra-curricular events e.g. Women of the World Week, Cultural Diversity Celebration and National Literacy events.
- To keep a database of English department book stock and lead with the issuing and return of textbooks and to work alongside the department in the order of new texts where needed.
- To ensure that a range of services and resources are available at key times of the year to support independent revision.

Managing the Environment

- Promote an exciting and harmonious learning environment, rich with students' visual art, posters and an assortment of topical displays and information.
- Organise and maintain a welcoming, orderly and stimulating environment for curriculum based and independent learning, ensuring its effective use by classes and individuals.
- Enable the provision of a wide range of resources to cover the age and ability range of the school community, ensuring equality of opportunity for academic achievement, skills development and leisure use.
- Responsible for managing a library assistant and/or supervising and training volunteer helpers.

Information Literacy

- Contribute, as part of a team, to the development of the VLE, and maintenance of the School website.
- Confident ICT skills to work with a variety of programmes including Excel, PowerPoint, Google Drive, and a willingness to learn to use Library Management software;

Continuous Professional Development (CPD)

Be responsible for personal professional development, making full use of advisory services. Maintain a high level of current awareness regarding:

- Literacy support and intervention.
- Children's literature and reading development.
- Information services management.
- Participate in training and other learning activities and performance development as required.

Other Duties and Accountabilities

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or designated officer.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the School's Equal Opportunities Policy.

Whilst carrying out duties, ensure that confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data you are exposed to in your line of duty.

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Head's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.