# ASSISTANT LEARNING RESOURCES OFFICER: JOB DESCRIPTION

# Salary

Grade 4 Points 18-21 (Term Time Only, 21 hours per week) £9,922 - £10,656

# Line of responsibility

The assistant learning resources officer will be directly responsible to the learning resources officer.

# Job purpose

The assistant learning resources officer is responsible for:

* Working with the learning resources officer to develop and maintain an effective library provision, which is regularly reviewed to ensure that the school’s needs are met.
* Liaising, as directed by the learning resources officer, with departmental heads and other staff to ensure a close match between the school's curriculum and the resources available to support class and independent study.
* Assisting in the effective organisation and management of the school library.
* Assisting in the organisation and management of special events (for example, National Bookstart Week) to motivate and encourage reading and research.
* Assisting in maintaining and updating of information held on the school’s database system/s including archive files and historical data.
* Deputising for the learning resources officer as required.

# Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

# Job specification

## Operational

* S/he shall establish and maintain good relationships with all students, parents/carers, visitors, colleagues, professionals and suppliers.
* S/he shall assist the learning resources officer in the organisation and monitoring of the workloads of other library staff to meet departmental needs.
* S/he shall understand and implement the school’s behaviour policy and code of conduct including the issuing of rewards and sanctions.
* S/he shall report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
* S/he shall assist in the organisation and management of the library, setting up, updating a comprehensive catalogue, re-shelving books and manning the enquiry desk.
* S/he shall liaise, as directed by the learning resources officer, with relevant staff to ensure that the library provision reflects the current curriculum and other needs of the school.
* S/he shall assist in maintaining the library as an inviting and orderly resource for students and staff, ensuring a positive working atmosphere at all times and that it complies with health and safety requirements.
* S/he shall ensure that good order and the safety of students using the provision are maintained.
* S/he shall assist in ensuring that the library is a major focus in the school’s drive to improve standards of literacy.
* S/he shall assist in ensuring that the library is both accessible and attractive to different groups of students, that is, ethnic groups, boys and girls, students with special educational needs, high attaining students, and EAL students.
* S/he shall provide advice, instructions and/or assist teachers and students in the use of the library.
* S/he shall assist in providing training for staff and students relating to the use of the library and create instruction manuals as required.
* S/he shall assist in the management and supervision of student access, loans and returns of all learning resources.
* S/he shall assist in the purchase, maintenance and renewal of all forms of learning resource, including books, ICT, AV (including DVDs, CD-ROMS, and multi-media) and other non-book resources.
* S/he shall assist in ensuring the classification, cataloguing, retrieval and repair of all learning resources as necessary.
* S/he shall assist in the promotion and development of the use of ICT facilities to support students’ learning within the library.
* S/he shall contribute to learning programmes across the curriculum to develop research and independent learning skills.
* S/he shall provide guidance to library users on the appropriate use of the internet and useful websites.
* S/he shall assist in the induction programme for students relating to the library and to encourage reading.
* S/he shall assist in training, developing and supervising a team of student library assistants.
* S/he shall promote reading for pleasure through book displays, assemblies, book events and author visits including activities for events such as National Bookstart Week.
* S/he shall liaise, as directed by the learning resources officer, with external agencies and establishments to ensure that maximum use is made of appropriate materials and information provided, for example, museums, charities, advisory services, careers and further/higher education opportunities.
* S/he shall contribute to the review, evaluation and development of the school’s library and make recommendations to the learning resources officer.
* S/he shall assist in ensuring that data is safely transferred when database system/s are introduced and/ or changed.
* S/he shall report technical faults relating to the school database system/s and equipment to the senior ICT technician in accordance with school reporting procedures, and shall track progress of resolutions.
* S/he shall assist in the putting up and maintenance of appropriate displays within the school.

## Administrative

* S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
* S/he shall collate information, statistics and prepare reports as required by the learning resources officer, headteacher and the governing board.
* S/he shall maintain both manual and computerised record and filing systems as required.
* S/he shall process, input, extract and analyse information from school’s database system/s as required.
* S/he shall assist in ensuring compliance data protection regulations.
* S/he shall ensure that financial procedures and activities are carried out as required within the department.
* S/he shall assist in stock-takes of all resources and equipment and ensure that inventories are kept up-to-date.

## General

* S/he shall attend as required parents’ evenings, open days, school events and meetings.
* S/he shall assist in escorting students on educational visits and participating in extra-curricular activities as required.
* S/he shall attend relevant meetings and training sessions.
* S/he shall keep abreast of developments and changes in her/his field and communicate to staff as appropriate.

# ASSISTANT LEARNING RESOURCES OFFICER: PERSON SPECIFICATION

| Essential | Desirable | Evidence |
| --- | --- | --- |
| Qualifications and experience | | |
| * Educated to at least GCSE grade C standard or equivalent in English and mathematics (certificate/s to be available at interview). * At least one year’s experience of working in a library and/or information/resource centre. * Experience of cataloguing and classification. | * Professional qualification in learning resources officership, information management or information science. * Experience of working in a school or similar establishment. * Chartered member of CILIP. | Application form  Letter of application  References  Interviews  Certificate/s (to be available at interview) |
| Knowledge and skills | | |
| * Ability to build and form good relationships with students and colleagues. * Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. * Ability to work constructively as part of a team, understanding school roles and responsibilities including own. * Good customer service skills even when dealing with a difficult situation. * Good standard of numeracy and literacy skills. * Can use ICT packages and equipment effectively to support learning. * Ability to absorb and understand a wide range of information. | * Knowledge of behaviour management strategies. * Good understanding of child development and learning processes. * Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation. * Working knowledge of reader development initiatives and/or programmes. | Application form  Letter of application  References  Interviews |
| Personal qualities | | |
| * Ability to use initiative and prioritise one’s own work even when under pressure. * Able to work flexibly to meet deadlines and respond to unplanned situations. * Able to follow direction and work in collaboration with line manager. * Efficient and meticulous in organisation. * Desire to enhance and develop skills and knowledge through CPD. * Commitment to the highest standards of child protection and safeguarding. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the school’s ethos, aims and its whole community. |  | Application form  Letter of application  References  Interviews |