

We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.

Title of Post: Learning Resources Centre Manager

Date: March 2018

JOB DESCRIPTION

Purpose	To be responsible for the planning, organisation, management, promotion and development of the Learning Resources Centre to support learning (including independent learning), teaching and research activities across the school. The Centre is a key facility in the school's strategies for extended schools and community cohesion and, as such, the LRC manager is responsible for its use by both students and community members. The vision for the LRC is that it is a hub for learning within the school and the wider community.
Responsible for	Learning Resources Assistant
Reporting to	English postholder
Liaising with	Other colleagues within the support staff team; staff, students, parents, Governors, visitors, external bodies and stakeholders.
Scale/Grade	P02
Terms & Conditions	40 hours per week – term time only 8am-5pm Mon – Friday
Main Duties	<ul style="list-style-type: none"> • Co-ordinate, manage and lead on the provision of learning resources within the Centre, ensuring compliance with legal requirements. • Ensure that the LRC is accessible to all users in line with the school's policies on Equal Opportunities and Diversity. • Be responsible for the behaviour of students within the Centre and act in accordance with the school's Behaviour Policy if students fall below the expected standards. • Be responsible for the Learning Resources Centre budget. • Plan and provide high quality materials, ensuring that all resources are readily available. • Publicise provision in the LRC and be responsive to any requests from staff for materials, events and resources. • Take the lead on SamLearning digital resources, promoting its use across the school • Ensure that the computers and a/v equipment are always functioning and well looked after. • Develop effective and efficient systems within the Learning Resources Centre so that information retrieval is simple for all users. • Attend school and community based meetings as required.

	<ul style="list-style-type: none"> • Provide and administrate the use of materials to support teaching and learning, for example book boxes, multi media resources. • Provide training to students, staff and community users on the effective use of the Learning Resources Centre. • Organise displays by publishers and to support school events or topics. • Take a lead role in the school's Literacy strategy by: providing opportunities for ; through actively promoting and publicising reading; through purchasing a range of books and other written media to engage all students. • Oversee all equipment within the LRC. • Liaise with staff within the school and shadow key events – Shakespeare week, Carnegie Book award, World book day, etc • Run a book club for KS3 and KS4 to take place after school • Undertake line management and performance management duties for the Learning Resources Assistant. • Ensure that duty of care is exercised for the Learning Resources Assistant including absence management and staff welfare; training and professional advice. • Be responsible for ensuring that all relevant school policies are followed. • Undertake Health & Safety duties as directed by the School Business Manager to ensure that the school meets its duty of care to all students, staff and visitors to. • Procure, monitor and review key purchases. • Oversee the recycling of paper and disposable resources such as cartridges within the LRC.
Other Specific Duties	<ul style="list-style-type: none"> • Assist in the supervision of students as required, for example in exams, on trips and at break times. • The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities. • Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy. • Ensure all work is appropriately documented and kept up-to-date. • Keep abreast of current legislation and developments in relation to finance and attend training where appropriate. • Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures. • Comply with all reasonable requests outside of this JD to support the aims of the school

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This role is subject to an enhanced DBS check.

Title of Post: Learning Resource Centre Manager

PERSON SPECIFICATION

Skills & Aptitudes	<ul style="list-style-type: none"> • Expert level IT and a/v skills including proficiency in a range of IT programmes and equipment use that are required for this role • Exceptional interpersonal skills, with the ability to direct others or respond appropriately to others even in pressurised situations. • Outstanding communication skills (oral and written) • Ability to create a vision and to realise this vision through actions. • Outstanding administrative and organisational skills.
Qualifications & Experience	<ul style="list-style-type: none"> • Degree or role related Level 4 qualification. • Minimum Level 2 Grade C qualification or equivalent in English and Maths. • Library Management experience (Experience of working in a school library is an advantage) • Experience of line management and performance management processes. • Outstanding record of attendance and punctuality.
Qualities	<ul style="list-style-type: none"> • High levels of integrity, creativity and endeavour. • Self confidence and the ability to provide clear leadership and direction to others. • Ability to relate positively with young people. • A self starter who can set and meet deadlines for self and others. • A problem solver who always wants to achieve better levels of service. • Approachable, flexible and able to prioritise for self and others.
JD and person spec evaluated Islington HR March 2018	
Date	
Signed (Employee)	
Date	