BATLEY MULTI ACADEMY TRUST

# JOB DESCRIPTION

**TITLE OF POST** Learning Resource Centre Manager

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**SALARY** Grade 7 (Term time plus 5 days)

**LINE MANAGER** Emma Rodrigues

**RESPONSIBLE FOR** None

**Kay responsibilities and duties**

To manage and promote the use of the Learning/Resource Centre.

To select the stock of the LRC and manage purchases in liaison with Line Manager

To integrate ICT developments within the Centre

To support student learning and research

To facilitate the implementation of Accelerated Reading by the English Department

**To manage the Learning/Resource Centre**

* To manage the Learning Resource Centre on a day-to-day basis as an open access learning area for all students and staff.
* To provide a stimulating and welcoming environment for study and pleasure.
* To ensure effective access to, and use of, all resources during the school day, and beyond.
* To supervise the students within the Learning/Resource Centre.
* To maintain information links with external sources and within the school.
* To maintain, in conjunction with teaching staff, displays and exhibitions in the LRC

**Library Servicing**

* To maintain a computerised library management system.
* To initiate the selection and purchase of LRC stock using knowledge of the curriculum and through consultation with teachers.
* To catalogue and classify all material purchased and maintain an on-going programme of assessment regarding usage and repair.
* To collect and collate statistics regarding usage of the stock and the LRC.

**Management / Staff Development**

* To train and supervise student-helpers in the running of the LRC.
* To assist with induction courses to initiate culture for serious study

**Multimedia**

* To develop and promote the use of Multimedia applications within the Resource Centre including Internet
* To provide advice and support in the use of IT for student and teachers.
* To use IT effectively and to role model its use to students.

**Supporting student learning and research**

* To develop resources for use in the LRC, especially relating to literature and literacy.
* To actively engage with students, encouraging reading, researching and reflection.
* To organise clubs, competitions and events which build students skills and interest.
* Support the English Team in Promoting Accelerated reading and the use of the LRC for this.

**Additional Information**

* To undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager.
* The postholder is required to have a good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
* As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school’s responsibilities towards safeguarding.
* This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity.