

# TORQUAY GIRLS' GRAMMAR SCHOOL



<b>Name:</b>	-
<b>Job Description:</b>	- Learning Resource Centre (LRC) Supervisor
<b>Scale:</b>	- Grade E
<b>Hours Per Week</b>	- 21.25 hours (10:15am – 2:30pm)
<b>Weeks Per Annum</b>	- 38 weeks
<b>Responsible to:</b>	- Associate Assistant Headteacher

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## CORE RESPONSIBILITIES

To manage the resources, organisation and administration of the LRC, including the promotion of the centre as a service for students and staff which supports and encourages learning.

## SUPPORT FOR STUDENTS

- To actively promote the library as a resource that is at the heart of the school
- To lead in the planning, development and organisation of library systems, ensuring effective and efficient use of the LRC resources.
- To make a significant contribution to cultivating a love of reading in students, delivering reading sessions to classes/groups and organising events to generate excitement about books.
- In consultation with teaching staff, Heads of Department and School Council, to manage library stock, ensuring that it is high-quality and reflects the needs/interest of our students, including an active engagement in diversity and equality issues.
- To make full use of ICT to engage students in reading for pleasure and to support them in their studies/academic research.
- To make the LRC an exciting and attractive space – e.g through the use of displays, guiding and publicity material - ensuring that it is accessible to students and staff.
- To keep the Headteacher informed about the usage, needs and development of the library and information service in the school.
- To promote the inclusion and acceptance of all pupils within the LRC, maintaining an awareness of particular pupils' specific needs.
- To uphold the School Behaviour Code at all times, promote positive behaviour and maintain a constructive working environment.
- To adhere to the Child Protection Guidelines and help to keep students safe

## GENERAL DUTIES

- To refer regularly to staff notices.
- To promote the aims of the school and support the promotion of the school in the community.

- To undertake any other tasks as required by the Headteacher which are compatible with these.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy.

**GENERAL INFORMATION**

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed: ..... Date: .....