### JOB DESCRIPTION

<table>
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<tr>
<th>POST:</th>
<th>Learning Resource Centre Manager</th>
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<tr>
<td>GRADE:</td>
<td>Grade F</td>
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<td>RESPONSIBLE TO:</td>
<td>Assistant Head</td>
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<td>STAFF MANAGED:</td>
<td>None</td>
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**JOB PURPOSE:** To manage and take professional responsibility for the day to day running of the library/resource centre services to provide a comprehensive service for students and staff. To support and develop student’s learning, research skills and independent study and to develop a reading culture within the school.

**JOB CONTEXT:** The library/resource centre is the hub of learning within the school where activities are delivered to support the learning of the students.

This school is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Based within the Library/Resource centre in the school

An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

### ACCOUNTABILITIES / MAIN RESPONSIBILITIES

#### Operational Issues:
- Support students and staff in using the library resources
- Support students to develop pupils learning, research and study skills
- Support and assist with library technology including ICT and photocopiers
- Oversee the use of books and other library resources, using agreed systems for recording use
- Lead role in promotions, displays and other activities in the library
- Implements planned learning activities for small groups of students in the library
- Delivering training and support to student librarians
- Provide support to staff in supervising small groups of students in the library ensuring behaviours are maintained in the absence of a teacher
- Assist teachers in the implementation of appropriate behaviour management and teaching and learning strategies
- Undertake administration duties as required
- Catalogue library resources and index learning materials using agreed protocols
- To ensure the effective use of the library catalogue and the online resources for effective information retrieval and to assist with requests and specific information searches using the full range of library resources
- Responsible for the organisation of an efficient and effective Library which supports the Curriculum
- Lead role in promoting the library and its resources, to encourage students to read and learn to improve their learning
- Follow the school’s Behaviour Policy to ensure standards are maintained within the LRC
- Assisting the English Department in the delivery of reading interventions to KS3
- Coordinating and promoting the Accelerated Reader scheme
- Promoting national events such as World Book Day, Bookbuzz and charity related days
- Organising workshops and visits by local authors
- Playing a key role in planning/delivering enrichment activities on specified enrichment days through the school year
- Seeking opportunities to organise any other events that will enhance the LRC’s function within school
- Producing newsletters, press releases, updating the school website internally and externally, updating Facebook and Twitter accounts
- Any other related duties reasonably requested by the Headteacher
| Communications:       | • Communicate with staff, suppliers and students using the library to provide information, advice and guidance on the use of library resources  
|                      | • Liaise with Subject Heads to ensure stock is in line with course curriculum requirements.  
|                      | • Network with other school librarians  
|                      | • Maintaining an effective partnership with teachers and support staff in order to identify their curriculum requirements and match these to relevant resources available  
| Resource management: | • To manage the Library/Resource Centre budget effectively  
|                      | • Order and maintain stock securely as directed  
|                      | • Receive and check deliveries  
|                      | • Responsible for the management and maintenance of stock  
|                      | • To line manage other Library/Resource Centre staff and student helpers.  
|                      | • To manage the professional development of the centre staff, keeping informed of reading and research.  
|                      | • Demonstrate own duties to other staff as required  
|                      | • Participate in appraisal, training and other learning activities  
|                      | • To ensure the Learning Resource Centre is an attractive, welcoming and safe learning environment  
|                      | • To manage the Learning Resource Centre facilities to ensure maximum use by the school  
| Safeguarding:        | • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.  
| Systems and Information: | • Update and maintain data and other information  
|                      | • Set up, manage and monitor systems which control input/output of stock  
|                      | • Set up and maintain an up-to-date inventory of all stock  
|                      | • To develop and implement library policies, including loans, fines, billing procedures, provision and use of the learning resources  
|                      | • Collate statistics on the library usage  
|                      | • Manage the ICT equipment in the library  
| Data Protection:     | • To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.  

TOGETHERNESS   HONESTY   INCLUSIVITY   RESPECT   SUPPORT   KINDNESS
| Health and Safety:                      | • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.  
• To work with colleagues and others to maintain health, safety and welfare within the working environment.  |
| Equalities:                           | • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.  
• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.  |
| Flexibility:                          | • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.  |
| Customer Service:                     | • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.  
• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.  |
| Date of Issue:                        | July 2020 |
# PERSON SPECIFICATION

**Learning Resource Centre Manager**

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<tr>
<th>Essential upon appointment</th>
<th>Desirable on appointment</th>
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<tr>
<td><strong>Qualifications</strong></td>
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<tr>
<td>- Level 3 qualification to evidence good numeracy and literacy skills</td>
<td>- Chartered Librarian status</td>
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<td>- Willingness to work towards national occupational standards in Information and library services, archive services and records management</td>
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<td><strong>Knowledge and understanding</strong></td>
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<tr>
<td>- Knowledge of procedures for use of library resources, cataloguing, supervising library users, ordering resources and maintaining library technology</td>
<td>- Knowledge of the national curriculum and how a learning resource centre can support this</td>
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<td>- Knowledge of budget management techniques</td>
<td>- Understanding of issues surrounding some children’s lack of development in reading skills</td>
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<td>- Sound understanding of popular children’s fiction</td>
<td>- Knowledge of current developments in education particularly related to reading/teaching and learning</td>
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<tr>
<td><strong>Experience</strong></td>
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<tr>
<td>- Experience of working with young people</td>
<td>- Experience in an 11-18 comprehensive school</td>
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<td>- Administration experience</td>
<td>- Experience of developing policies</td>
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<td>- Experience of supervising staff</td>
<td>- The planning and deliver of small group reading intervention sessions</td>
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<td>- Experience of managing a budget</td>
<td>- Experience of managing or updating a website</td>
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<td>- Experience of working in a library/resource centre environment</td>
<td>- Experience of compiling and issuing press releases</td>
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<tr>
<td><strong>Occupational Skills</strong></td>
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<tr>
<td>- Excellent literacy skills</td>
<td>- Ability to manage an ICT based library catalogue and lending system</td>
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<td>- Organisational skills</td>
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<td>- Good communication skills both verbal and written</td>
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<tr>
<td>- Good information retrieval skills</td>
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<td>- Strong ICT skills</td>
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- Creativity
- Customer service skills
- Ability to relate well to colleagues, students, parents, Governors and external partners
- Research skills
- Enthusiasm for reading and literacy
- Organise own workload and use initiative to deal with problems as they arise
- Ability to work on your own initiative

**Other Requirements**
- Enhanced DBS clearance required
- To be committed to the school's policies and ethos
- To be committed to Continuing Professional Development
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes
- Ability to use authority and maintaining discipline
- The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post