**Job description**

**Librarian/ Learning Resource Manager**

The Librarian/LRC Manager should work in partnership with teachers to enable students to access the curriculum to the fullest possible extent and develop the learning and information handling skills needed to become independent lifelong learners.

They should draw up and implement policies and development plans for the Library/LRC which reflect the College Development Plan and educational aims and objectives of the College. They should monitor the effectiveness of the policies and development plans.

They should promote the development of reading and literacy skills for information, recreation and reading for pleasure by the compilation of book lists, author/poet visit, celebrating literary events etc.

They should be involved in the induction of students and staff to the Library/LRC enabling students and staff to identify, locate and access the information they need within the Library/LRC, teaching skills required for independent learning.

They should liaise effectively with staff by communicating verbally and disseminating literature on Library/LRC facilities to encourage use during lesson time.

They should maintain the high standard of appearance of the Library LRC in order to provide an attractive and welcoming environment conducive to achieving purposeful study and reading for pleasure. Mount display and promotional material to enhance the appearance of the Library and encourage reading. They should also maintain the good behaviour of students to achieve a calm working environment.

They will be responsible for the financial management of the Library resource budget, keeping records of spending and the compilation of an annual report on spending.

They will be responsible for the selection, acquisition, organisation and promotion and maintenance of books and non-book resources to cover the age and ability range of the School community to ensure an equality of opportunity for all students. At the same time they will encourage students and staff to suggest additions to Library stock.

They will be responsible for the arrangement of material for effective retrieval including the systematic classification and cataloguing of all library resources in addition to the dissemination of information relating to those resources to staff and students as appropriate.

They should support students’ use of ICT resources within the Library. They will manage, maintain and promote the school’s e-library platform.

They will undertake the training and supervision of Student Librarians.

They will be asked to supervise 6th Form study if the Library is not being used for other purposes.

They should maintain existing links with other School Librarians in Brent and with Brent Public Librarians.

**Job Specification**

**Qualifications**

* Degree in Library/Information Studies or first degree with post graduate library qualification
* Or NVQ 3 Library Information Skills
* Or several years’ experience in school libraries

**Experiences abilities**

* Familiarity with Library Management software (ideally Oliver V5)
* Experience in managing a busy school library
* Confidence in working with young people from 11-18yrs
* Ability to work with teaching colleagues
* Knowledge of literature for young people
* Good ICT skills

**Personal attributes**

* Self-motivated
* Energy and enthusiasm
* Passion for promoting literacy
* Good organisational and time management skills