



HATCH END HIGH SCHOOL

Learning Resource Centre Manager

36 hours per week - Term Time Only

Salary: Scale H7 - £23,673 to £25,133

JOB DESCRIPTION

JOB PURPOSE

- To manage, develop and promote the Learning Resources Centre (LRC) to ensure it is an integral and effective part of the education process, meeting the needs and ethos of the school within available resources.
- To take overall responsibility for the management of the LRC including internal fitting and stocking and ensuring the purchase and organisation of resources is appropriate to the learning needs of staff and student
- To work with the teaching staff to promote on line access to information resources, including developing the service to match the digital age
- To assist students to develop independent learning and research skills and to contribute to curriculum development including sourcing resources and materials

REPORTING

The post holder will report to the relevant Assistant Head

RESPONSIBLE FOR

Management of LRC and effective use of LRC resources

WORKING TIME

36 hours per week to be worked 8:30am to 4:15pm (4:00pm on Friday). This includes a 30 minute unpaid break to be taken as agreed with line manager.

Additional hours, part time and flexible working will be considered.

KEY DUTIES

- To encourage, promote and organise:
 - class use of the LRC during the school day
 - students' private study during breaks and before & after school
 - a welcoming environment conducive to promoting enjoyment of reading and study
- To supervise and support students in their private studies, projects and research using both paper based resources and electronic information
- To maximise the use of new ICT technologies across all areas of the LRC and support teaching through identifying and developing on line learning resources
- To assist students working in the LRC with developing their ICT skills

- To co-ordinate the selection of books, computer software and other LRC materials in close consultation with teaching staff to support the curriculum and meet user needs
- To provide/produce relevant user manuals or handbooks, subject indices, guiding, induction etc for both staff and students
- To provide instruction for students on the use of the LRC both formally and individually
- To contribute to teaching programmes including those which develop literacy and reading for enjoyment, information handling, research and study skills
- To produce book, resource and website lists where appropriate
- To organise extra-curricular activities
- To promote the LRC by the organisation of special events, performances, quizzes, book weeks, author visits, etc.
- To manage all aspects of the computerised library circulation system (currently Oliver)
- To manage the effective allocation of the LRC budget and expenditure
- To maintain financial and statistical records as necessary
- To be responsible for the security of LRC stock, equipment and furniture
- As keyholders of the LRC to be responsible for the security of the LRC
- To order books and other LRC materials by visiting specialist suppliers and exhibitions or liaising with local and national (school) library support services, seeking always to obtain best value for money
- To liaise with local and national (school) library support service departments regarding the provision of lending and reference materials
- To participate in meetings of Staff, Heads of Department, Literacy Working Groups and other meetings relating to curriculum planning, and also other activities such as Open Evenings, relevant to the promotion of the LRC as a visible and integral part of the school community
- To mount book and information displays and produce publicity material
- To further develop cross curricular links, working with curriculum areas to support course content
- To develop effective links with parents/carers and the local community to promote and support the use of the LRC
- To attend courses and workshops as relevant to ensure personal professional development is ongoing, and keeps pace with changes in technology and educational trends
- To liaise with external and professional bodies to keep up-to-date with education and information management trends, tools, information resources and best professional practice
- To report any faults occurring in computers, photocopier and any other electronic equipment

OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Pastoral Support Manager
- Responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection policy.
- Adopt flexible working practices where required
- To attend and minute take team meetings, staff meetings and school events as directed
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity
- Take part in performance appraisal.

- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- To respect the confidentiality of all information relating to pupils, staff and their families
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required



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PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Good level of education including GCSE Maths and English Grade C or equivalent	Yes		Application
Recognised professional qualification for librarianship, management information or teaching		Yes	Application
Degree level education or equivalent	Yes		Application

EXPERIENCE & KNOWLEDGE

	Essential	Desirable	How Identified
Experience of working with and motivating young people to engage with reading	Yes		Application Reference Interview
Experience of working in a library/learning resource centre (LRC) within an educational institution or similar. Classroom experienced is considered	Yes		Application Reference Interview
Experience of computerised library circulation systems (experience of Oliver desirable)		Yes	Application Reference Interview
Knowledge of how libraries can be used to support curriculum and raising standards for pupils of different ages		Yes	Application Reference Interview
Knowledge of using an LRC to effectively support students in the use of ICT to aid learning		Yes	Application Reference Interview
A good knowledge of literature generally and young people's literature specifically	Yes		Application Reference Interview
Knowledge of the current educational framework and the needs of a multicultural London school		Yes	Application Reference Interview

SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Ability to lead and manage an LRC	Yes		Application Interview
Highly competent in the use of ICT especially in supporting the delivery of learning and in developing the LRC resource	Yes		Application Interview
Financial management skills to effectively manage the LRC budget	Yes		Application Interview

Excellent communication & interpersonal skills and ability to communicate effectively with colleagues, students, parents/carers, suppliers and contractors.	Yes		Application Reference Interview
Good organisation skills – ability to complete tasks to deadlines personally or through colleagues	Yes		Application Interview
Planning and prioritising own workload and managing conflicting demands	Yes		Application Interview
Ability to negotiate desired outcomes, eg. Prices, deadlines	Yes		Application Interview
Flexible attitude to work and can adapt quickly to new demands	Yes		Application Interview
Ability to maintain accurate records	Yes		Application Reference Interview
Highly motivated showing resilience, stamina and reliability under pressure	Yes		Application Interview

OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Safeguarding and Child Protection policy and the staff code of conduct	Yes		Reference Interview
A Commitment to the school's ethos, aims and its whole community.	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
Excellent attendance and punctuality record	Yes		Interview Reference
DBS Checked	Yes		Application