

# Administrator - Learning Resource Support

Job description and person specification

## Job description

**Post title:** Administrator - Learning Resource Support  
**Salary:** Grade 4  
**Position:** 37 hours per week, term time only  
**Reports to:** Literacy Co-ordinator

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

### Purpose of the post

The management, development and promotion of the Learning Resource Centre (Library) to ensure that it fulfils its integral role in supporting the curriculum by providing an effective resource and information service for students and staff.

To work in partnership with teaching staff to support the raising of progress in reading across the whole academy.

Promote literacy and support the development of a culture of reading for pleasure. Collaborate closely with the English faculty as well as developing relevant links to other faculties.

Management of the LRC including financial management and supervision of assigned staff.

## **Main duties and responsibilities**

### **Resource Management:**

- To manage and develop resources including selection, organisation, dissemination, promotion and maintenance of the LRC's hard copy and electronic resources, to cover the full age/ability range of the academy community.
- To plan, deliver and oversee the organisation and management of the LRC including supervision of any assigned staff and the financial management of the LRC budget.
- To actively lead the LRC in order to ensure that the academy community has access to resources which are adequate, relevant, and up-to date.
- To manage and develop the library 'Reading Cloud' management system.
- To manage security of stock and resources and the supervision of the LRC during agreed opening times
- Manage and monitor overdue book reminders, followed up with contact home.
- Manage the issue and return of books and other materials.
- To manage the efficient administration of Star Reader assessments in Year 7 to 10 and produce reports as following each assessment window.
- To contribute to literacy aspects of the Academy Improvement Plan as a key member of the Strategic Reading Team.

### **Reading Development**

- To support the planning, management, delivery and evaluation of reader development throughout the academy, supporting literacy and create a strong reading culture, which contributes to raising attainment and progress.
- To promote reading in all curriculum areas by supporting with displays and mini- library promotions in classrooms
- Promote reading for pleasure e.g. facilitate and promote author visits to the academy, and/or taking students to events related to reading.
- To establish opportunities for reading groups, clubs and buddy reading to meet the needs of all abilities
- To promote the academy and the LRC to current and prospective students and parents.

### **Curriculum Support**

- To select, acquire, organise, promote and maintain resources to cover the full age and ability range of the academy community, and to ensure an equality of opportunity for all students and staff.
- To maintain awareness of curriculum developments and needs, ensuring that resources are effective in supporting teaching and learning in the academy.  
Where appropriate contribute to curriculum development both within departments, and across the curriculum, through attendance at meetings, INSET, and close liaison with individual teachers, teaching assistants and partnership colleagues.
- Support teachers who will devise a programme of learning to students including information and research skills and revision and study skills.
- To provide specific guidance to students on using appropriate strategies to locate resources and retrieve information from printed and electronic resources.

### **Student Management**

- Responsibility for managing student behaviour in the LRC. Sole responsibility in the unstructured time slots of breaks, lunchtimes, where appropriate and shared responsibility with teaching staff during curriculum time.

#### Extra-Curricular Support

- To support extra-curricular study clubs in the library during break and lunchtimes.

#### LRC Environment

- To ensure a high standard of display, promotional materials and activities, to enhance the appearance of the LRC, in order to produce an attractive environment, conducive to achieving optimum use, both for purposeful study and leisure reading.
- Overseeing the appropriate use of computers in the library/resource centre.
- To actively lead the LRC in order to ensure that the academy community has access to resources that are adequate, relevant, and up-to date.

#### External Partnership

- To work in partnership with external agencies to ensure that maximum use is made of resources and services provided by the key support services.
- To work with and collaborate with colleagues in similar roles from across the MAT to share best practice and share expertise.

#### Personal Professional Development

- Responsibility for personal professional development, making full use of advisory services and maintaining a high level of current awareness regarding children's and teenage literature through personal reading and professional awareness, including reading relevant journals and attendance at relevant INSET courses. Maintaining awareness of developments in education and librarianship.
- Any other duties as required that are commensurate with the grade.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

## Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Educated to GCSE or equivalent level with a minimum Grade C/5 in five subjects including English and Maths	ü		Application form
Educated to A Level or equivalent level.		ü	Qualification certificates
Holds a Level 3 (or above) qualification relevant to the role.	ü		
Knowledge and understanding			
Experience of working with and supervising young people aged 11 – 19	ü		Application form
Experience of working in a learning environment	ü		
Competent at using IT systems including all Microsoft packages (Word, Excel, Publisher, Outlook)	ü		Interview
Knowledge and experience of library systems		ü	References
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	ü		
Skills and attributes			
Works well as part of a team and independently	ü		Application
Excellent written, verbal communication skills	ü		
Well organised and pays good attention to detail	ü		Interview
Maintains a calm and patient manner and has empathy with young people	ü		
Ability to work to tight deadlines	ü		References
Ability to generate ideas and drive solutions	ü		
Shows commitment to a supportive, coaching culture	ü		
Commitment to ongoing personal and professional development	ü		
Core			
Able to work flexibly including occasional evening events, according to the requirements of the role.	ü		Interview
Able to work flexibly including regular travel across the Diverse Academies Trust.		ü	
The post holder will be subject to an enhanced Disclosure & Barring Service check	ü		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that their medical fitness for the post can be ascertained	ü		

Prior to confirming an appointment to the Trust, two satisfactory references will need to be received.	ü		
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