



Title:	Learning Resource Manager
Hours:	37 hours per week, 39 weeks per annum
Salary:	Band 9, FTE Salary £24,118 to £26,622 per annum Actual Salary [] per annum
Responsible to:	Business Manager/Associate Headteacher - English

To manage, develop and promote the library/resource centre to ensure an effective resource and information centre is available for students and staff.

- Providing clerical support to staff within the school as necessary.
- Plan and oversee the organisation and management of the library including the financial management of the library resource budget and the preparation of financial estimates.
- Selection, acquisition, organisation, promotion and maintenance of book and non-book resources.
- Responsibility for optimising the use of ICT services within the library/resource area. Development of online view data systems and the compilation of in-house data bases as appropriate.
- Liaison with ICT teachers and technicians to co-ordinate services offered.
- Ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use, both for purposeful study and leisure.
- Participation with the teaching staff in the planning and development of the school's information skills and language programmes and active involvement in the delivery thereof.
- Guidance and assistance to pupils on:
 - Appropriate strategies for the selection of information sources to undertake assignments both from within the school and the wider community.
 - The effective use of specific sources e.g. reference material, microfiche etc.
 - The choice of literature and materials to meet curricular and leisure needs.
 - The compilation of book lists and other promotional material where appropriate.
- Guidance and assistance to teachers on:
 - Maintaining a high level of resource awareness relating to relevant course/subject areas.
 - Professional reading.
- In liaison with the English department, operation of the accelerated reader programme.
- Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations e.g. County Library Service, Museums service etc.
- Emergency short term cover of lessons in the event of teacher absence.



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

General

- Liaison with other departments and non-teaching staff over matters relating to the learning resource centre.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Academy’s policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.