# THE LEATHERSELLERS’ FEDERATION OF SCHOOLS

# PRENDERGAST SCHOOL

# Learning Resource & Careers Officer: JOB DESCRIPTION

# Salary: SO1 (point 23 to 25)

# Line of responsibility

# The Learning Resource / Careers Officer will be directly responsible to the Assistant Headteacher and will work closely with the Head of English and other Heads of Department.

**Working time:** 35 hours, 39 weeks (term time including 5 Inset Days)

# Job purpose

* To raise attainment of learners across the school by providing an effective and efficient library, information and resource service that is up to date and meets the overall aims of the school’s literacy programme
* The school library has a vital role to play in supporting individual students, teachers and subject departments and its work should support the national strategy for literacy across the curriculum. To work actively alongside departments in planning and delivering research and study skills across Key Stage 3, 4 and 5.
* The actively promote the enjoyment of reading and student engagement with books and literature.
* To play a key role in raising understanding of and engagement with careers and employment routes and support teacher colleagues to ensure students demonstrate consistent improvement in relation to understanding the issues of employment and the qualifications and skills they need to find a place in the world of employment.
* To implement effective conferences/fairs and other employment awareness opportunities, coaching, mentoring to facilitate student awareness, organise annual work experience and to promote good practice in teaching.
* Ensure all students have information on a full range of training, educational options and career pathways to help them make informed choices
* Ensure high aspirations for students are met – demonstrated by planning career guidance, mentoring and real life insights into the workplace.

# Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

# Conditions of employment

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
* S/he is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
* S/he shall be subject to all relevant statutory and institutional requirements.
* S/he may be required to perform any other reasonable tasks after consultation.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
* All members of staff are required to participate in the school’s appraisal scheme.

# Job specification

## Learning Resource

* To organise and manage the library and its resources to meet the needs of the school curriculum and to support the reading, learning and information requirements of students and staff. Resources should include fiction and non-fiction books, reference books, websites and other learning resources, including teacher CPD resources
* To promote the library and its resources and services to staff and students
* To liaise with all departments and key phases in the school to ensure appropriate access to learning resources
* To organise the resources effectively and to use display materials and other resources to enhance accessibility and attractiveness of the library for information retrieval and leisure use
* To develop the information retrieval skills of students and staff to allow them to access information effectively in both electronic and paper form
* To ensure the stock of library resources (both paper and electronic) is managed effectively on a daily basis and particularly placing orders for new stock, checking, classifying and cataloguing new items, dealing with the condition and repair of returned items. This should include stock which directly or indirectly supports curriculum provision in Secondary and Sixth Form phases
* To manage and monitor the library budget
* To support the development and implementation of a school library policy which is aligned to school-wide targets
* To organise and participate in activities to promote wider reading across the school, including visits by authors and writers, or other relevant individuals and groups
* To organise and manage a lunch time reading club for students
* To organise and deliver library induction sessions for students on the use of library resources
* To supervise and help individual students that are working in the library and ensure that appropriate discipline is maintained in line with the school’s behaviour policies and procedures
* To develop and manage a team of student library monitors
* To attend meetings with the English team and other relevant staff meetings to promote the use of the library across the school.
* To provide adhoc lesson cover in the library as required.

**Careers**

* To implement and fulfil the statutory requirement to secure career guidance which is independent for all Year 8 to Year 13 students.
* To report to Governors in the format of a development plan and evaluation document.
* To oversee the destination report for year 11, 12 and 13 provided to school leaders, governors and other agencies.
* To ensure that the school has a strategy for the advice and guidance provided to Years 8 to 13 achieved through:
  + manage curriculum time to enable students to access and understand careers material.
  + access to careers software for all students and parents
  + lead the training of staff in the delivery of careers guidance.
  + co-ordinate and review subject careers week
  + lead and co-ordinate careers within the PSHE curriculum.
  + lead and co-ordinate career morning/speed networking.
  + lead and co-ordinate Federation Careers Day.
* Secure impartial careers advice from independent providers to provide the 1:1 career interviews with vulnerable students in Years 11, 12 and 13.
* Ensure students receive information about education or training and progression options including sixth form colleges, apprenticeships and universities. To support this:
  + organise visits by outside agencies.
  + ensure access to and use of specialist material and publications, including university prospectuses.
  + organise activities that promote careers understanding such as summer schools and mentoring
* Lead Year 10 and Year 12 work experience ensuring it is properly administered.
* Lead educational visits to further student aspiration and understanding of post 16/18 destination.
* Lead Enterprise Day.
* Liaise with appropriate school leaders and outside agencies.

## General

* Attend school events as required.
* Participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation
* Arrange and give training sessions to staff within her/his areas of responsible to ensure that they are aware of procedures and regulations
* Be responsible for the effective management of budgets within her/his remit, securing best value in relation to products and services provided by agencies and other parties.
* Keep up to date with developments and changes in legislation and guidance related to her/his areas of responsibilities, and communicate appropriate information to colleagues.
* Implement appropriate health and safety procedures, in conjunction with relevant staff and members of the SLT.

**Learning Resource and Careers Officer – Person Specification**

**Qualifications and experience**

* A minimum of NVQ3 level relevant library and information qualifications or equivalent experience
* A minimum of NVQ3 level relevant careers leadership qualification or equivalent experience
* Proven experience of successfully delivering a range of careers advice and guidance activities.
* Proven experience of working in a library preferably in a school or educational environment
* Experience of utilising ICT to access and retrieve information
* Experience of working with children and young people and meeting their particular needs and requirements

**Knowledge & Skills**

* Ability to build and form good relationships with colleagues, students and other professionals.
* An ability to work autonomously and as part of a team.
* Detailed knowledge of contemporary children’s literature
* Skills and confidence to be able to instruct groups of children and young people
* Ability to work as part of the school curriculum / resource team
* Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers, external agencies and suppliers/contractors.
* Excellent administrative and organisational skills
* Excellent research and planning skills
* Ability to absorb and understand a wide range of information
* Good ICT skills including the ability to word processing, spreadsheet, database and internet systems.
* Detailed knowledge of career and further / higher education opportunities open to young people
* Working knowledge of school policies on child protection, health and safety, data protection and equal opportunities
* Knowledge of the school curriculum as it affects the service the library provides

**Personal Qualities**

* Ability to prioritise one’s own work.
* Able to follow direction and work in collaboration with line manager and colleagues.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection.
* Recognition of the importance of personal responsibility for Health & Safety.
* Commitment to the school’s ethos, aims and its whole community.