

HESTON COMMUNITY SCHOOL

JOB DESCRIPTION: LEARNING RESOURCE CENTRE MANAGER

Post Title:	Learning Resource Centre Manager
Overall responsibility:	Managing and supervising the LRC and Extended School Provision
Reporting to:	Literacy Coordinator
Liaising with:	All staff, students and parents/carers
Disclosure Level:	Enhanced
Salary/Grade:	SO1- £27,877 - £29,671

Key tasks and accountabilities will include the following:

Operational Responsibilities

- Manage the Library Management System and maintaining accurate and current records
- Administer the Learning Resource Centre's budget, selecting and purchasing all resources
- Classify and catalogue all books and learning resources within the LRC
- Provide regular reports on the needs and performance of the LRC
- Manage and monitor the use of ICT resources by students within the LRC
- Manage the LRC's student helpers
- Organise a variety of events to promote reading and the use of the LRC across the academic year
- Organise enrichment activities every week to develop a life-long love of reading amongst students
- Promote and facilitate independent learning and personal development in the LRC
- Supervise lunchtime use of the LRC, supporting students in identifying research resources or reading material to suit their interests
- Manage the KS4 Extended School provision, supervising attendance, behaviour and attitudes
- Communicate with the LC and parent/carers to maintain high attendance to the KS4 Extended School
- Supervise afterschool homework clubs, supporting students in identifying research resources
- Assist in the professional development of teachers and other staff, as requested, to help them use the LRC's resources more effectively

Additional Responsibilities

- Promote the School ethos in which the highest achievements are expected from all members of the School community
- Adhere at all times to the professional business standards of dress, courtesy and efficiency in line with the ethos of the School
- Attend and participate in Open Evenings
- Uphold the School's behaviour code and uniform regulations
- Participate in staff training and development

Key Organisational Objectives

- Follow Health and Safety requirements and initiatives, as directed
- Ensure compliance with Data Protection legislation
- Operate at all times within the School's Equalities Policies, demonstrating commitment and contribution to improving standards and attainment
- Contribute to the maintenance of a caring and stimulating environment for young people

Performance Management and Professional Development

The Learning Resource Centre Manager will be part of the School's Performance Management Scheme. S/he will have a Line Manager who will set agreed targets for the year. The Line Manager will monitor and review performance. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

The post holder 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.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1964 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The post allows substantial access to children. Candidates are required to comply with School procedures in relation to DBS checks.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equalities Policies.

PERSON SPECIFICATION

		Essential	Desirable	Evidence
Qualifications and Experience				
1	Educated to degree level or equivalent		✓	A
2	Maths and English GCSE Grade C or equivalent	✓		A
3	Recognised professional qualification for Librarianship		✓	A
4	Experience of working in a library/Learning Resource Centre within an educational institution	✓		A R I
5	Excellent knowledge of literature generally and young people's literature specifically	✓		A R I
6	Knowledge and understanding of Safeguarding practice		✓	A R I
7	Experience of working with and motivating young people to engage in their learning	✓		A R I
8	Experience and confidence in communicating with parents and carers	✓		A R I
9	Experience of creating and managing a positive learning environment		✓	A R I
10	Experience of supervising and supporting students in enrichment or homework clubs		✓	A R I
Skills				
11	Establish a safe and stimulating environment for students, rooted in mutual respect	✓		A I
12	Ability to use IT effectively	✓		A I
13	Excellent communication and organisational skills	✓		A R I
14	Ability to work hard under pressure while maintaining a positive, professional attitude	✓		A R I
15	Ability to organise and prioritise workload and work on own initiative	✓		A R I
16	Excellent personal, oral and written presentation skills	✓		A R I
Personal Attributes and Behaviours				
17	Adaptability and flexibility to changing circumstances and new ideas	✓		A R I
18	A belief that schools have a responsibility to prepare students for their lives - not just for exams	✓		A R I
19	Creative, courageous and resilient	✓		A R I
20	Ability to respond positively to feedback	✓		A R I
21	Ability to work under pressure and to meet deadlines	✓		A R I
22	Willing to take responsibility and ownership	✓		A R I
23	Team player	✓		A R I
Ability to Fulfil Wider Professional Responsibilities				
24	Willingness to make a positive contribution to the wider life and ethos of the School	✓		A R I
25	Ability to develop effective professional relationships with colleagues, students and parents	✓		A R I

Key to Evidence: A = Application

I = Interview

R = References