



JOB DESCRIPTION

Job Title:	LRC Manager and Careers Co-Ordinator
Scale:	CAN 21 - 25
Line Manager:	Attached SLT member
Hours per week:	See below
Weeks per year:	190 days (188 term days plus 2 staff preparation days)

- 8.00am – 15.45pm (Monday – Thursday) and 8.00am – 15.30pm (Friday).

Main Purpose of post

To work closely with the English department and Literacy Leads to promote and support reading for pleasure

To ensure that the LRC is an attractive and welcoming environment, well stocked with up-to-date and stimulating range of resources relevant to a wide range of subject areas and careers.

To provide reading support and intervention to identified groups of students and to provide support in English lessons when based in the LRC.

Specific Duties

The promotion of reading and literacy

- To work closely with the English Department and Core Leader for Literacy to promote literacy and reading across the school, through the website and through school communications (e.g. Weduc)
- To promote the use of the LRC and the development of reading for pleasure through competitions, displays, whole school events, LRC events (roughly monthly), author visits, parent groups, tutor programme activities and assemblies; this latter to include Horizon
- To celebrate student success and diversity through innovative and current displays
- With support from the English department, create and promote reading lists for each year group, with reference to genre and category
- Use the Library ICT software to analyse take up and borrowing and highlight any positive or negative trends to the English department and Literacy Leads.

Management of the Learning Environment

- To manage the day-to-day running of the LRC and its IT resources
- To supervise the learning space before school, at break times and after school maintaining an atmosphere conducive to study and learning
- To organise, manage and promote the LRC across the school to enable effective use by all stakeholders (including students, staff and parents)
- To maintain stimulating and relevant displays to promote reading, literacy and learning strategies in the LRC
- To supervise, train, support and recruit Student Leader Assistants for the LRC

Management of Resources

- To manage the LRC budget allocated to the library, to ensure value for money in the purchase of books, learning materials and multi-media resources
- To index, catalogue and classify learning resources and develop and maintain accurate and reliable catalogue and lending systems, to facilitate the accessibility use and control of stock
- To ensure that appropriate measures are in place to keep the library/resource centre secure and minimise the risk of loss of resources and equipment
- To manage the loan and return of texts (using appropriate ICT software); to keep records and to oversee the follow up of overdue books etc.
- To carry out the shelving and shelf tidying of books and other learning materials, repairs as required and day to day maintenance of LRC resources
- To provide guidance as to the level of difficulty or challenge for different books, and encourage more challenging selections, summarising take up to the English department and Literacy Leads.

The Development of Learning Resources

- To work with individual subject teams to develop subject-specific teaching and learning resources both within the library and in school
- To provide displays and materials that support career research
- To share and promote links available to subject areas and to students eg public libraries, museums, art galleries and local HE and FE institutions, community information services etc.

Learning Support and Interventions

- To provide reading support and intervention to identified groups of students (including any reading schemes e.g. accelerated reader)
- To promote peer reading schemes and interventions e.g. post 16 reading mentors; buddy programmes
- To provide guidance on how to use the library and retrieve information
- To provide learning support in English lessons as requested
- To use existing programmes to run reading and literacy support sessions with groups of identified students and, with the guidance of the SENCO or English department, develop resources to support these programmes.

Careers and Guidance

To co-ordinate, the provision of careers advice and guidance in Years 7-13 with the support of your leadership line manager, drawing on the expertise within the Trust as appropriate.

In particular:-

1. To manage, review and maintain the careers library resources.
2. To manage and provide guidance on the careers ICT programmes on the school network.
3. To promote events that provide encounters with further education, employers and employees from a range of courses/careers and encourage student participation
4. To be aware of the latest Careers expectations, (currently Gatsby) and work closely with the Leadership team Manager to fulfil these.
5. To liaise with the school's Careers Advisers to support their work with students in Key Stage 4 and Key Stage 5, looking for opportunities for small group work as well as individual careers, and instructing the administrative support with regard to notifying appointments and other arrangements.
6. To provide support materials and lesson resources as requested, for the taught careers/guidance modules in the LIFE programme.

7. To promote opportunities for careers education through the subject curriculum, liaising with subject leaders as necessary
8. Working closely with the Year 11 and Sixth Form Team, to support careers events aimed at KS4 and post 16 progression opportunities; this includes liaison within the Trust to take advantage of the Next Steps event.
9. Where capacity allows, support students in KS5 in developing employability skills including through arranging mock interviews
10. To take part in training and research in order to maintain current knowledge of good practice, and to be aware of the local work and careers opportunities.

In addition, with the leadership line manager, oversee the following administrative activities:-

1. The provision of essential information and pupil data to the Careers Advisers.
2. The programme of careers interviews for targeted pupils.
3. The collation and maintenance of statistical and other data, including career intentions and progression routes, on all pupils.

Work Related Learning

To contribute to the provision of work related activities for all pupils and to take the lead in promoting work experience placements for pupils in Year 10, in consultation with the leadership line manager and drawing on the expertise within the Trust as appropriate.

To use administrative support from the office to ensure related administration is completed in a timely manner

In particular:-

1. To promote the provision of work experience through assemblies for students, flyer articles, website materials and the Year 10 information evening.
2. To liaise with the Sutton Work Experience team in providing WEX placements for all students during Year 10, as necessary.
3. To provide, through the LIFE programme and the tutors and/or through time during the school term, induction and debrief activities for all students taking up WEX placements, in collaboration with the line manager and LIFE co-ordinator.
4. To oversee the work experience programme for students, including an annual review and the production of recommendations for the future.
5. To plan and promote visiting procedures or other contact arrangements between staff and work placements
6. To support employer engagement through direct communication and general promotion of opportunities to be involved within school events
7. To produce an annual written report on the KS4 Work Experience programme for Governors.
8. To ensure the completion of all statutory documentation to support the planning, approval, monitoring and evaluation of WEX placements, using administrative support to complete this work.
9. To refer to the Leadership line manager any concerns as to the suitability of proposed placements, followed by discussion with the pupil/parents, where necessary, for those deemed unsuitable.
10. To advise on the provision of work experience placements for those pupils not placed during whole cohort work experience weeks e.g. within school experiences or shadow days
11. To advise on possible placements for those students requiring Extended Work Experience as part of alternative programmes of study in KS4 through the records kept by the administrative support for work experience.
12. To support students in KS5 in finding work shadowing and/or work experience placements.
13. Individual liaison with pupils and parents/carers as necessary, in particular:

- a. Being available during tutor times or lunchtimes as agreed
- b. Developing materials to explain the process and benefits of the experience
- c. To be a point of contact during the work experience programme

General

- To attend, where appropriate, whole school events
- To be aware of and comply with school and Trust policies and procedures
- To attend relevant meetings as required
- To participate in training and other learning activities and performance management as required
- To carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.