



SIR THOMAS RICH'S SCHOOL

GLOUCESTER

JOB DESCRIPTION

JOB TITLE: **Learning Resource Centre Manager**

Salary: Local Government Grade 5 (SCP Points 11 to 14)
Responsible to: Headmaster's PA and HR Manager
Hours per week: 37 hours per week, term time only + INSET (39 weeks)

1.0 Purpose and Scope

To manage, develop and promote the Learning Resource Centre and its resources to meet the needs of the School's curriculum and to support the reading, learning, reference and information literacy requirements of the pupils and staff.

2.0 Main Duties and responsibilities

Policy/Strategic Direction and Development

- To assist the Senior Management Team in developing and implementing a policy for the resourcing, management and use of the Learning Resource Centre to ensure it supports teaching and learning throughout school.
- To review policy so that it meets the School's development needs and to recommend and implement changes as necessary.
- To produce an annual Learning Resource Centre Development Plan in consultation with the Senior Management Team and in accordance with the School Development Plan.
- To contribute to whole school policy development where appropriate. For example, by attending relevant departmental meetings.
- To produce management reports and statistics annually and when requested by the Senior Management Team.

Teaching and Learning

- To initiate and deliver induction programmes for the new Year 7 and Year 12 pupils and new staff, and for other year or subject groups as required.
- To develop the Information Literacy skills of pupils through presentations to Year 12 subject groups, EPQ students and other year/subject groups as required so that they become skilful and critical researchers. To co-teach the Year 7 ICT module on databases.
- To develop and maintain the interactive Research Skills pages on SharePoint.

- To devise and promote Reader Development activities through publicity campaigns, booklists, displays and events, often in co-operation with the English department. This includes the annual Bluecoat Best Book Award in cooperation with Waterstone's Gloucester.
- To inform teaching staff of the availability of new resources to support their subject and, on request, to provide them with resources and compile resource lists.
- To collaborate with teaching staff in the planning, development and delivery of study skills modules for their subject as required.
- To prepare Learning Resource Centre stock for class use and assist teachers with class visits to the Learning Resource Centre.
- To develop and maintain "Learning Resource Centre" pages on SharePoint, ensuring they are up-to-date and relevant to pupils and staff.
- To provide targeted support to individual pupils as requested by the Senior Management Team.
- To offer extra-curricular activities as appropriate.

Supervision of Pupils

- To supervise Private Study in the LRC at all times during the day.
- To help pupils with their reading and study queries as directed by senior management.
- To assist pupils to use computers in the Learning Resource Centre, ensuring all machines, printers and photocopiers are in working order and liaising with ICT Team as required.
- To supervise, and develop a training programme for, pupils who undertake voluntary work in the Learning Resource Centre (eg, for the Duke of Edinburgh Award)
- To assist the Headmaster in testing of pupils who wish to be admitted to the School, supervising the pupils whilst tests are completed in the Learning Resource Centre and to supervise current pupils taking exams outside the normal exam sessions.

Management of Resources

- To be responsible for the selection, maintenance and withdrawal of Learning Resource Centre stock across all subject areas, in accordance with the Library Stock Management Policy, in consultation with Heads of Department and within budget.
- To be responsible for the Learning Resource Centre budget including the ordering of relevant resources and ensuring value for money.
- To classify the book stock using a categorized version of the Dewey Decimal System and to maintain accurate catalogue records.
- To operate and supervise the loans systems for all items borrowed and returned by users, to amend records accordingly and maintain statistics as required.

- To deal with procedures for overdue notices and for the recovery of overdue library loans.
- To handle reservations, including checking and retrieval of items required and to inform borrowers of their availability.
- To repair library stock as necessary.
- To display, maintain and review the periodicals stock, both print copy and digital.
- To maintain the Careers area and ensure publications are accessible and up to date, liaising with the Careers Lead as necessary. (The Careers Lead has overall responsibility for this area.)

Administrative Duties

- To run the Cover2 Cover Scholastic Book Club, distributing catalogues to Year 7 and Year 8 and dealing with their orders (with support from the Finance Officer).
- To organise the book prizes for the School's Annual Speech Day.

Marketing and External links

- To ensure that the Learning Resource Centre presents a welcoming environment to current pupils and to visitors, conducive both to study and to reading for pleasure.
- To attend the annual open evenings for potential Yr7 and Yr12 pupils, presenting the Learning Resource Centre in an attractive way and answering visitors' questions.
- To liaise with suppliers as required, developing professional relationships.
- To develop and maintain the "Learning Resource Centre" page on the school website for external visitors.

Archives

- To organise and maintain the School Archives. Respond to letter, phone and email enquiries from the general public. Liaise with the Old Richians' Association when they require access to materials from the Archives.

Continuing Professional Development

- To keep up-to-date professionally by attending meetings and courses run by the Gloucestershire Schools Library Service and by reading widely in the professional media.
- To develop and maintain an understanding of the academic practices of the School with the support of an academic mentor.

Evaluation

- To monitor and evaluate the effectiveness of the Learning Resource Centre to meet the needs of the school, by means of collating statistics, undertaking surveys, and interviewing focus groups as appropriate.
- To prepare reports on the Learning Resource Centre for the Senior Management Team or Governors when requested.

3.0 Qualifications/Experience

- Professional qualification in librarianship
- GCSE English and Maths at Grade C or above (or equivalent)
- Working knowledge of library specific software (particularly Accessit)
- Working knowledge of SIMS in a school environment
- Detailed working knowledge of Microsoft Office (particularly Excel, Outlook and Word)
- Ability to manage and disseminate information in a range of different media
- Excellent verbal and written communication skills
- Excellent organisational skills

4.0 Supervisory Responsibility

Students

5.0 Supervision Received

- Assistant Headteacher (Upper School)

6.0 Principal Contacts

- Parents, visitors, staff and pupils
- Suppliers

7.0 Special Conditions (if applicable)

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

October 2019