

Job Title:	Library/ Learning Resource Centre Supervisor
Location:	Newham
Contract type:	Permanent
Hours:	27.5 hours/week; Term time only plus 1 week (Mon-Thu 08:30 to 13:30 & Fri 08.30 – 13.30 40 weeks/year)
Salary:	Pro-rata O26- £27,402 - £31,764, Actual £18,113 - £20,996
Job start:	4 November 2019 or sooner

Core Purpose:

The post will entail the efficient and effective running of the Learning Resource Centre which is a hub for reading, research and learning activities.

This is a non-teaching role, though applications are encouraged from those with teaching experience, as well as those without.

Key Responsibilities:

- To ensure that the library is at the heart of the college and that it has a welcoming atmosphere
- To open up and close the Learning Resources Centre (LRC), as required ensuring the correct procedures are followed
- To ensure that the library operates efficiently to meet the needs of staff and students
- To staff the library desk, offering basic library support including issuing and returning books, re-shelving and tidying books and to chase overdue books and ensure the security of stock
- To deal with users' enquiries and assist them in identifying the most suitable learning materials.
- To work alongside the English department to promote and implement Whole School Literacy and Reading.
- To assist in the ordering of new learning materials using the College Finance System.
- To provide and maintain a comprehensive database of all library books and resources
- To maintain an up to date knowledge of children and young adult literature and to read and promote the latest children's/young adult fiction
- To keep up to date with developments and research regarding libraries and reading
- To assist with creating and maintaining displays and promotional material.
- To ensure the LRC spaces are used effectively and to maintain an environment conducive to learning.
- To carry out routine administrative duties as required by the Faculty
- To provide basic support for students using IT
- To log, monitor and maintain issuing of LRC resources including issuing of laptops.
- Develop and lead a Learning Resource Centre for all learners to support their progress. This may include running small groups or individual support for those that may need extra help
- Supervising the Learning Resource Centre to ensure that the highest standards of behaviour and site-usage are upheld.
- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To lead the student book club, facilitating the discussion of the selected books and targeting specific students for intervention when necessary
- To organise a series of termly themed events to promote reading and the use of the library by staff and students and to evaluate the impact of the event
- To ensure that library displays are inspirational and motivate students to read
- To manage the induction, training and work of the student librarians
- To produce half termly book borrowing reports for form tutors, English teachers and reading teachers via email and to present the findings to English Lead and Accelerated Reader lead.

- To produce a short annual report on use of the library by students and staff, including borrowing trends, to complement the Lead Teacher for Whole School Literacy and Reading's analysis for student reading ages progress for Leadership Team and the Governor Body
- Organise, supervise and manage the Homework Club every day. Assist students, where appropriate, in the completion of homework.
- Develop student's research skills and promote independent learning to support student progress.
- Create a positive and productive environment in which students can study. Sanction and reward students where appropriate.
- Maintain attendance and participation records and provide reports on group participation at regular intervals.
- Co-operate in the College Appraisal Scheme and subsequently agree an Action Plan and implementation deadlines. Actively participate in self development activities to facilitate continuous improvement.
- Undertake such other duties that are commensurate with the role

Comply with Health and Safety Requirements

- Know and abide by the Health and Safety Rules within the UTC.

Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the School's Equality and Diversity policies as applicable to the role.

Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the School's Safeguarding policies and procedures as applicable to the role.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the School. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

How to apply

To apply for this position please download and complete an LDE UTC application form from our website, once complete this can then be uploaded to our website using the link below. Please ensure that all required details are completed. Applicants missing key information will not be called for interview.

All applications must be uploaded to the LDE UTC website: www.ldeutc.co.uk/apply/staff-vacancies.aspx

No CVs will be accepted.

Timings

The closing date for applications is 12:00 noon on Monday 14th October 2019.

Candidates are welcome to contact LDE UTC for an informal discussion with Brooke Holdgate, HR Lead. You can contact Brooke on 0203 019 7315. Alternatively, you can e-mail her on Brooke.Holdgate@ldeutc.co.uk

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

Commencement

The post will commence after October half term or sooner.