

URSULINE HIGH SCHOOL
LIBRARY RESOURCE ASSISTANT
JOB DESCRIPTION

Post Title: Library Resource Assistant

Grade: ME6, points 7 – 10 : £22,377 - £23,607 (paid pro rata)

Responsible to: A Senior Leader

Date: June 2019

Job Purpose

- To manage the learning resources within the Learning Resource Centre.
- To ensure the library is a vibrant and exciting Learning environment.
- To provide Literacy support and support to the English Department.
- To supervise Sixth Form Silent Study.

Key Accountabilities and Specific Tasks

Working with Students

- To facilitate Key Stage 3 Study Club in conjunction with Sixth Formers.
- To facilitate the paired reading project for Key Stage 3 pupils with Sixth Formers.
- To inspire students to lead and use the Learning Resource Centre.
- To promote and develop the ethos within the Learning Resource Centre for all students.
- To maintain an orderly atmosphere at all times.
- To implement and maintain a policy of silent working during Sixth Form private study periods.
- To induct Year 7 and Year 12 students into the use of the Learning Resource Centre and its resources.
- To guide and advise students in the use of multimedia in their research.
- To train student monitors for the Learning Resource Centre in liaison with student leaders.
- To lead a team of Learning Resource Centre Student Leaders.
- To cover no more than 7 lessons per week for Key Stage 3 in the Learning Resource Centre.

- To promote and lead writing competitions.
- To co-ordinate visits from writers and poets for different year groups.
- To develop a love of reading amongst all students through both Library activities and competitions.

Working with Staff

- To consult and liaise with Heads of Department on supporting schemes of work through resources and displays, and the purchase of new material for the Learning Resource Centre.
- To source and provide teaching and learning resources for tutors and departments from the Learning Resource Centre as specified by staff.
- To liaise with teaching staff over the introduction to, and on-going use of, resources e.g. providing an induction for all staff on resources and developments.
- To manage and publish booking schedule for use of Learning Resource Centre.
- To work with the English Faculty in support of the whole school literacy programme by contributing to World Book Day and Readathon events, and by maintaining the book box system for Key Stage 3 forms.
- To liaise with external partners, e.g. Wimbledon Bookfest to promote writing and reading.
- To attend English Department meetings where appropriate.

Resources

- Selecting and ordering books for the Library.
- To develop and maintain an attractive working environment in the Learning Resource Centre.
- To maintain a computerised record of the book stock and all other resources.
- To develop multimedia resources within the Learning Resource Centre e.g. Internet as learning resources.
- To undertake efficient repair of damaged stock.
- To operate Learning Resource Centre stock control and loan system, prepare and record new acquisitions and send reminders for overdue resources.
- To maintain displays in the Learning Resource Centre in liaison with student leaders.
- To monitor the use of and maintain reprographics equipment.
- To promote the use of the Capita Reading Cloud software to encourage students to access the catalogue and to book or renew books online.
- To promote resources and events through the use of social media e.g. LRC Twitter

Other

- To organise student groups for Arts as part of UHS Fest.
- To organise events to promote the use of the Learning Resource Centre e.g. guest writers/speakers and evaluate their impact.
- To produce an annual action plan for the Learning Resource Centre.

- To take responsibility for one's own professional development by keeping up to date with Literacy development and publications.
- To advertise new publications and purchases to students by email.
- To provide a half-termly Learning Resource Centre newsletter.

Review

- Job description to be reviewed after 12 months.

General

- Any other duties as required by Senior Leader with responsibility for Learning Resource Centre or the Headteacher.