



## JOB SPECIFICATION

### Learning Resource Centre manager

**Line Manager:** Assistant Principal – Teaching and Learning

**Salary:** £15,500-£17,500 depending on skills and experience  
28 hours per week  
39 week contract

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.*

*The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

#### **Role and Responsibilities:**

The Learning Resource Centre is our school library and is a vital part of the community at Chalfonts, supporting students, teachers and departments to develop and promote a love of reading for pleasure. The LRC manager will also work actively alongside departments to enable staff and students to make full use of the wide range of services provided by the LRC, such as research tools, careers information, links to external services.

#### **Key tasks:**

To manage and develop the learning resource centre, promoting information, reading and literacy to support teaching and learning across The College.

- Compile a policy for the Learning Research Centre which reflects the aims and objectives of The College.
- Manage the LRC budget to ensure resources are selected and used effectively by all ages and ability ranges within The College.
- To support pupils and staff in the process of learning, teaching and personal development, through the provision of high quality information material and related services.
- To focus on developing students' skills in finding and using information both in print and ICT based formats.
- To encourage students to develop literacy skills and the desire to read for enjoyment.
- To promote a positive learning environment within the LRC.
- To ensure the LRC is easily accessible, welcoming and provides up-to-date books both fiction and non-fiction/magazines/newspapers and welcomes suggestions for purchases.
- To support the learning activities of students who use the LRC before / during / after school.
- Provide guidance and assistance to students and staff on the selection and use of resources, including IT facilities.
- Implement effective retrieval, indexing, classification and cataloguing of all LRC resources.
- Work with individual departments to ensure resources in the LRC are up-to-date and effective.
- Manage Accessit the library management system and ensure the web app page is appealing and current. Promote this resource within the school community.
- Manage Sora the e-book reading app and ensure it is promoted within the school community.
- Plan and deliver all new and existing reading for pleasure initiatives whole school e.g. World Book Day, BookBuzz, National Poetry Day

- To ensure the LRC fulfils health & safety requirements.
- To line-manage the LRC Assistant.
- Conduct year 7 induction workshops
- Act as a point of contact for the School Council and assist with meetings and activities that they are involved with.
- Manage the meeting room bookings for Adviza, Nurses etc
- Co-ordinate between Adviza (external careers advisory service) and the school and ensure the school community is aware this valuable service is available.
- To support the leader for Employability by providing resources for Careers Education Information Advice and Guidance (CEIAG).
- Schedule individual/group appointments with Adviza and the school community. Liaise with Learning Support, Year Leaders, Tutors, Sixth Form Administrator, Students, Parents to ensure vulnerable students and those requiring careers related guidance are seen by a qualified careers adviser.
- Track Yr11 student destinations.
- To support Yr11 Progression Interviews.
- Complete references, where requested, for those students who have left the school.
- Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

### **The Chalfonts' Staff Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**PERSON SPECIFICATION - LRC manager**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience:</b>	<ul style="list-style-type: none"><li>• Educated to degree level</li><li>• Experience of working in a library preferably a school library</li><li>• Previous experience of working with young people. Knowledge of the range of barriers to learning that young people face.</li><li>• Training in child protection and safeguarding procedures.</li></ul>	<ul style="list-style-type: none"><li>• Librarianship qualification, either first degree or postgraduate</li><li>• CILIP Degree, or equivalent</li><li>• Further education qualifications in a related field.</li><li>• Experience of providing high level support in a busy, learning environment.</li></ul>
<b>Knowledge and skills:</b>	<ul style="list-style-type: none"><li>• Full working knowledge of relevant policies/legislation</li><li>• Ability to proficiently use Microsoft Office and library management system.</li><li>• Knowledge of, and enthusiasm for, children's literature and children's resources to support the curriculum</li><li>• Understanding of the needs of students and staff in a school setting for research support and reading for enjoyment</li><li>• Understanding of budget management.</li><li>• Knowledge of stock control</li><li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with all stakeholders.</li><li>• Ability to build and form good relationships with students, colleagues and other professionals.</li><li>• Be able to ensure appropriate behaviour in pupils, while maintaining a pleasant and welcoming environment</li></ul>	<ul style="list-style-type: none"><li>• A current knowledge and understanding of appropriate education legislation and requirements, for example safer recruitment and safeguarding.</li><li>• Knowledge of Access-IT and Sora</li><li>• Creative display work</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A good communicator and team worker</li><li>• Ability to organise and prioritise own workload</li><li>• Ability to build and sustain professional standards, relationships and personal boundaries with young people and other stakeholders</li><li>• Confidence in working with students aged 13 -18 and ability to deliver information literacy and research skills sessions to them</li><li>• Can inspire pupils to read and encourage a love of books</li><li>• Ability and courage to innovate</li><li>• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</li><li>• Integrity and honesty</li><li>• Willingness to be involved in the wider life of the school</li><li>• Flexible</li><li>• Commitment to continued professional development</li><li>• Warmth and a sense of humour</li></ul>	