



# CROFTON ACADEMY JOB SPECIFICATION

**Job Title:** Learning Resource Centre Manager

**Grade:** 5

**Contractual terms:** Permanent, Full time hours, Term time only + 5 Inset Days

**Reporting to:**

Leadership team member

**Location:** CROFTON ACADEMY

**Service Area:** Education

**FAMILY SERVICES:**

**Workstyle:** Library Based

## Overall Purpose of the Post:

- Promote and support the Academy's Literacy Policy
- Manage the Academy's Learning Resource Centre, managing the loans of books via the eclipse system, overseeing and maintaining all resources for use by students and staff.
- Ensure health and safety in the Learning Resource Centre is paramount at all times.
- Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this job.

## **Key Outcomes/Activities:**

### **Resource Responsibilities**

- Responsible for the sound use of resources in the Learning Resource Centre (LRC), ensuring all materials, resources and books are maintained to a high standard.
- Responsible for the LRC Information System, including the issue and return of items, sending out reminders about overdue items and ensuring students pay fines for overdue returns, recording accurately all monies received.
- Support classroom teachers and classroom based staff using the LRC, with resource requirement, as requested, making them aware of new materials.
- Promote the use of the LRC across the whole Academy, using displays, posters, and fliers.
- Order, check and prepare new resources, maintaining an inventory of all items (excluding ICT items).
- Prepare and undertake year 7 induction lessons in the use of the LRC and its resources.
- Support the work of teaching staff, setting up and designing and preparing resources for lessons in the LRC, Accelerated Reader, etc., organising bookings etc.
- Update periodicals and magazines as regularly as is required.
- Work with your Line Manager for the development of the LRC Development Plan.
- Liaise with the LA Library Service/other senior schools/Academies, to increase diversity of resources.

### **Supervision Responsibilities**

- Implement the Academy's Behaviour Policy to ensure the LRC has a positive learning atmosphere.
- Supervise and support students undertaking study in the LRC.

### **Literacy Responsibilities**

- Co-ordinate the delivery of the reading intervention programme across the Academy.
- Provide support and challenge to enable pupils to meet or exceed their target grades at Key Stage 3 & 4.
- Provide the challenge and support to enable students to improve their reading age and literacy so that pupils can independently access the curriculum with confidence.
- Responsible for the planning and coordination of literacy interventions and resources to ensure the smooth delivery of inclusive learning programmes which comply with and exceed national curriculum requirements.
- Assist in the overall raising of pupil standards and achievements, through raising pupils' esteem, expectations and aspirations through targeted support.
- Encourage literacy and the enjoyment of reading in line with Academy policies.
- Organise and co-ordinate literacy related events on behalf of the Academy, e.g. Readathon etc.

### **Care, Guidance and Support Responsibilities**

- Promote care, guidance and support to students as required to ensure their health, safety and well-being in the Academy.

### **General Academy Responsibilities**

- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

<b>REQUIREMENTS FOR THE POST</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	GCSE in Mathematics and English at Grade C or above.	HLTA or willingness to work towards.  A Level in English
<b>Experience</b>		Relevant experience of working in a Library or similar establishment.  Experience of working within an Academy/senior school. Behaviour Management skills
<b>Knowledge and Statutory Requirements</b>		Relevant knowledge of First Aid  Detailed knowledge of Teen Fiction.  Considerable knowledge and understanding of student literacy requirements, to enable the jobholder to meet student needs and enable them to progress.  Knowledge and awareness of individual special needs in service users.  Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.

<b>Planning, Organisation and Mental Challenge</b>	<p>Ability to prepare an annual timetable, working closely with Line Manager, for students to use the facilities within the LRC.</p> <p>Good organisational skills.</p>	
<b>Interpersonal &amp; Communication</b>	<p>Excellent interpersonal and communication skills are required, as is the ability to relate well to support students and staff on a daily basis.</p>	
<b>Physical Skills and Demands</b>	<p>The jobholder will be required to apply physical skills inputting/scanning books into the Library System, as well as typing accelerated reader labels and e mails/letters.</p> <p>Physical demands will be limited to stocking books on shelves.</p>	
<b>Initiative &amp; Independence</b>	<p>Ability to work independently on a daily basis and be able to use own initiative and resolve problems and issues as they arise.</p> <p>The jobholder will have access to a Line Manager for advice and guidance on resolving difficult problems.</p>	
<b>Emotional Challenge and Resilience</b>	<p>Required to encourage students with their reading on a daily basis. Students issues could arise which would result in the jobholder having to apply emotional resilience, on a regular basis.</p>	
<b>Philosophy and Commitment</b>	<p>An interest in educational issues.</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.</p> <p>A personal commitment to lifelong learning and continuous professional development.</p> <p>Commitment to high standards, best value and continuous</p>	

	improvement.	
<b>Personal Qualities:</b>	<p>Ability to be reflective and self-critical.</p> <p>Enjoys working with young people.</p> <p>Ability to work as a member of a team.</p>	

**Responsibilities for Resources:**

**Line Management Responsibilities:** None.

**Financial Responsibilities:** The job involves some direct responsibility for financial resources.

**Physical Resources:** The job involves some direct responsibility for physical resources.

**Responsibility for People:** Has responsibility for all users of the LRC throughout the Academy Day.

**Responsibility for Policy Development:** The jobholder has no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation.

**Responsibility for Student Outcomes:** The jobholder may support students on a daily basis, with encouragement to develop their reading skills, to enable them to fully access the Academy's curriculum and enjoy reading.

**Working Conditions:** The jobholder will work within the LRC on a daily basis and could be subjected to student related issues on a regular basis.

**Main Contacts:** Students, teachers, book suppliers, School Library Service and other Schools/Academies within the district.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** October 2014

**Signature of Postholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

