

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*



## **JOB DESCRIPTION**

**POST TITLE:** Learning Resources Manager

**MEMBER OF STAFF:**

**GRADE:** 9

**RESPONSIBLE FOR:** Student Library Assistants

**RESPONSIBLE TO:** Senior Assistant Headteacher

### **OVERALL RESPONSIBILITY:**

To manage, develop and promote an efficient and effective school library/learning resource centre and the provision of whole-school learning resources, ensuring that the service responds to the immediate and long-term needs of the school. To contribute to literacy across the curriculum.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

#### **Curriculum Support**

1. Identify and recommend appropriate Learning Resources for all departments in school as well as the wider learning community.
2. Develop and implement user education programmes for staff and students.
3. Advise students and staff on resources to assist learning and extended programmes of teaching.
4. Contribute to literacy and reader development initiatives in school, including organising author visits tailored to the needs of specific groups of students.
5. Ensure schemes of work and resources are accessible to students of all abilities, liaising with Learning Support and departments as appropriate.
6. Contribute to the development and implementation of cross-curricular initiatives.
7. Ensure that the school library/learning resource centre is responsive to the changing needs and demands of the curriculum, including those of students and staff.
8. Contribute to Curriculum Leaders meetings, Whole School CPD and staff meetings as appropriate.
9. Liaise with Heads of Year, Personal Development and careers staff.
10. Maintain awareness of the broad aims and objectives of all curriculum areas and establish formal and informal links, co-operating with colleagues in planning, development and implementation of new initiatives.
11. Co-ordinate services with Derbyshire School Library Service, area representative of the public library service and other professional colleagues.
12. Run Library lessons for Year 7 English classes and Year 12 A' level classes to ensure all students know how to access information, literature and resources

## **Policy and Planning**

1. Contribute to the Teaching and Learning Policy in terms of the use of the learning resources centre and contribute to, and respond to, the school development plan.
2. Participate in the planning and delivery of literacy initiatives within school.
3. Prepare reports which evaluate library development.
4. Plan new services based on analysis of library statistical reports.
5. Plan and manage the financial resources allocated to the library effectively, to ensure maximum benefit for users.
6. Organise surveys to inform ways to improve the service.
7. Maintain current awareness of developments in curriculum trends, ICT and resource-based approaches to School Library provision through Nottinghamshire Education Library Service and ADLIBS.

## **Management of Resources**

To be responsible for the management of all resources within the Learning Resources Centre in accordance with the Financial Regulations, to include the following duties:

1. Selecting resources to be purchased.
2. Negotiation of prices.
3. Placing orders.
4. Receiving goods.
5. Stock control.
6. Process invoices.
7. Monitor the allocated budget.
8. Maintain asset registers.
9. Ensure equipment is properly maintained and serviced.
10. Assist in the preparation of the budget, auditing the needs of the curriculum to ensure appropriate distribution of the budget.
11. Attend meetings with the Business Manager as and when required regarding budget planning.

## **Learning Resource Centre Organisation**

1. Establish and develop working procedures and systems to enable efficient use of the Learning Resource Centre.
2. Co-ordinate the selection, acquisition and classification of learning resources
3. Organise learning materials for effective retrieval of information
4. Manage the accommodation, equipment and materials of the school library to the maximum benefit of users.
5. Manage arrangements regarding all out of school departmental activities to include aims, health and safety matters, completion of permission forms.
6. Provide information for inclusion in school publications.
7. Establish the widest possible access to learning resources.
8. Promote liaison with feeder primary schools in order to develop and maintain two-way awareness of relevant work.
9. Organise and manage author visits and other activities such as House Book Quiz, book and shadowing groups, and inspirational speakers that are tailored to the needs of specific groups of students.
10. Facilitate archive collection storage
11. Develop and evaluate the library's ICT facility as a learning resource.
12. Develop new ICT initiatives based on current technology.

13. Develop and maintain the library management system ensuring it is compatible with school technology.

### **Student Supervision**

1. Maintain a good working environment by upholding the Student Code of Conduct.
2. Maximise the service to students by taking lunch breaks outside the normal School lunchtime period.
3. Liaise with Heads of Year and pastoral assistants over disciplinary matters.
4. Establish a positive relationship with students.
5. Encourage students to take on roles as library helpers and assistants

### **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Support the aims, ethos and priorities of the school.
2. Undertake training and development activities relevant to the position.
3. Maintain an understanding of and work within school policies, procedures and statutory regulations, including in respect of health and safety, equal opportunities, data protection, safeguarding children and safer working practice.
4. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

## **PERSON SPECIFICATION**

	<b>Essential or Desirable</b>
<b>Experience:</b>	
Working in an information centre/library	Essential
Managing a budget	Essential
Working with electronic library management systems	Essential
Creating schemes of work for user education	Essential
Have a good knowledge of current children's and young adult fiction	Essential
Organisation of events (e.g. author visits)	Essential
Creating and maintaining positive relationships with children and young people	Essential
<b>Qualifications:</b>	
Good standard of education at GCSE or equivalent	Essential
Educated to degree-level or equivalent	Desirable
Professional qualification in Librarianship, Information Management or Information Science	Desirable

Evidence of continuing professional development	Desirable
5 GCSEs grade C+ including English and Mathematics	Desirable
<b>Knowledge:</b>	
Understanding of the importance of safeguarding children and of safer working practice	Essential
Health and Safety issues relevant to the post	Essential
Competent in the use of ICT programmes	Essential
Student behaviour management techniques	Essential
Children's literature and reading initiatives	Essential
Online resources, search engines and ICT initiatives	Essential
Current educational framework at Key Stages 3 and 4 and Post-16	Desirable
<b>Skills:</b>	
Ability to manage the behaviour of students	Essential
Ability to ascertain and interpret requests for information	Essential
Ability to promote ideas	Essential
Ability to recognise the need for and maintain a high degree of confidentiality	Essential
Ability to relate to teachers, other professionals, parents and students	Essential
Ability to work as part of a team and on own initiative	Essential
Ability to work calmly and professionally under pressure	Essential
Attention to detail	Essential
Ability to organise and prioritise work effectively and to deadlines	Essential
Problem-solving	Essential
Good communication skills	Essential
<b>Attitudes and Values:</b>	
Commitment to school improvement and raising achievement for all students	Essential
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential
Takes responsibility and understands accountability	Essential

Committed to the needs of the students, parents and other stakeholders	Essential
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	Essential
Adaptable to change	Essential
Ability to relate to and promote the school ethos	Essential
<b>Other:</b>	
Willing to self-improve / attend training	Essential

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

- Letter in support of application
- Application form
- Response to questions during interview
- Test or task
- References