

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: RANGE HIGH SCHOOL

Post: Learning Resource Manager

Grade: Grade E

Responsible to: Head of Faculty - English

Responsible for: N/a

JOB PURPOSE

To provide an effective and efficient Learning Resource Centre (LRC) that is up to date and plays a vital role in supporting pupils, staff and departments in their work. Working alongside departments, provide research materials and build resource banks to ensure that all pupils and staff have ready access to a broad range of relevant reading materials and information as possible

MAIN DUTIES

- To organise and manage the LRC and its resources to meet the needs of the school's curriculum and to support the reading, learning and information requirements of the pupils and staff.
- In consultation with teaching staff, select, acquire and organise leaning materials in all formats to support the curriculum so creating a bank of resources for departments
- To promote the LRC and its resources and services to all staff and pupils allowing flexible access and support for curricular and extra-curricular activities, study support and independent use.
- To organise the resources effectively and to use display material and other resources to enhance accessibility and attractiveness of the LRC.
- To ensure that the stock of resources (both paper and electronic) is managed effectively on a daily basis and place orders for new stock, checking, classifying and cataloguing new items.
- To ensure that the law of copyright is observed.
- Ensure the library management system is up to date.
- Liaise with departments over timetabled access to the LRC.
- To manage the agreed LRC budget to ensure that resources are maximised, that value for money is obtained and that overspending does not occur.
- To participate in activities to promote wider reading.
- To organise and deliver induction sessions for pupils on the use of the LRC resources.
- To maintain an atmosphere conducive to study and learning within the LRC managing pupil behaviour to enable students to concentrate.
- To develop and maintain links with external agencies to maximise the availability of appropriate materials and information.

- To maintain a high level of awareness of current literature and devolvement in education and librarianship in order to ensure that the LRC provides an up to date service to its users.
- If available to work, oversee homework clubs and be responsible for pupils remaining in the LRC after school, contacting parents if necessary.
- To support, as and when required, the Head of English and the English Faculty with various administrative tasks.
- To support the Deputy Headteacher on the administration of the Classcharts rewards system.

GENERAL

- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.
- All duties must be carried out in a courteous and professional manner.
- The conditions, purpose and duties outlined in this job description also apply to any overtime period.
- The post holder shall devote his/ her whole working time to the services of the school. During working hours he/ she shall not be absent from the school premises without permission. This condition also applies to any arranged overtime.
- The post holder may be privilege to confidential information and is required to maintain confidentiality at all times.

SPECIAL CONDITIONS

- As Range High is fully committed to the Safeguarding of its students, the successful candidate must be able to obtain satisfactory enhanced disclosure from the Disclosure and Barring Service.

Prepared by: Mr A Pritchard
Resources Director
June 2019