

Job Description

Job Title:	LRC Manager
Salary & Grade:	WHF NJC N Grade
Reports to:	

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role

- To manage the Learning Resources Centre or Library at the school, to support teaching and learning, develop reading for pleasure, maintaining the space as a quiet area for study, and directing students to finding the appropriate resource for their need.
- To manage the resources – books, magazines, newspapers, folders and computers, selecting new resources according to the development plan.

Duties and Responsibilities of the Role:

- To manage the use of the school library / information resource centre and all of its resources, systems and staff.
- To promote the centre as a positive learning environment.
- To manage the library budget, keeping records of expenditure and ensuring effective use of the budget available for consumables and extras.
- To consult with teaching staff on the selection of stock and to use available resources to purchase books and other materials that respond to students and curriculum needs.
- Generate the centre development plan, ensure it is carried out, evaluate and complete the end of year report.
- Maintain and update other documents, e.g. policy, self-assessment.
- Monitor use through surveys etc.
- To maintain an awareness of developments in library use, including the potential use of ICT in library work and curriculum developments, making suggestions for developments where appropriate.
- To keep up to date with children's literature, liaising with class teachers regarding individual pupil reading levels and interests and to encourage reading for pleasure.
- To regularly review the activities of the library and arrange new activities and initiatives so as to continually promote the use of the school library/resource centre to students.

- To assist students in accessing and utilising information resources, ensuring that staff and students are informed on the range of resources available to them through consultation and advice, advisory leaflets, resource lists, displays etc.
- To design and install high quality and thoughtful displays to raise awareness of both issues, for example, in the news, and to promote and advertise resources.
- To stimulate the interest of students and staff by changing the focus/location of book displays and exhibitions, giving consideration to other stimuli e.g. visits by authors, competitions and quizzes, reading club, bookshop, demonstrations etc.
- To be responsible for the safe and appropriate use of the library's ICT resources.
- To supervise the behaviour in the library and refer any inappropriate or unacceptable behaviour according to the school's behaviour policy to ensure a well-ordered and positive learning environment.
- To support students working on specific learning assignments in the library/resource centre using books, videos and ICT.
- To support the literacy strategy and to organise a range of school initiatives in recognition of this strategy including organising book fairs, student book clubs and other events as required.
- Deliver induction and training as necessary.

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	