

**Job Description**

<b>Job Title</b>	Library/Learning Resource Centre Coordinator
<b>Grade</b>	E
<b>Responsible To</b>	Assistant Head / Head of English / Headteacher / Principal
<b>Staff Managed</b>	None
<b>Job Family</b>	Library/Learning Resource Centre
<b>Job Purpose</b>	To manage and take professional responsibility for the day to day running of the library/resource centre services to provide a comprehensive service for pupils and staff. To support and develop pupil's learning, research skills and independent study and to develop a reading culture within the school
<b>Job Context</b>	The library/resource centre is the hub of learning within the school where activities are delivered to support the learning of the pupils.
<b>Accountabilities / Main Responsibilities</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• Support pupils and staff in using the library resources including induction programs, providing reading lists etc.</li> <li>• Support pupils to develop pupils learning, research and study skills.</li> <li>• Support and assist with library technology including ICT and photocopiers.</li> <li>• Oversee the use of books and other library resources, using agree systems for recording use.</li> <li>• Lead role in promotions, displays and other activities in the library</li> <li>• Implements planned learning activities for small groups of pupils in the library.</li> <li>• Provide support to staff in supervising small groups of pupils in the library ensuring behaviours are maintained in the absence of a teacher.</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies.</li> <li>• Undertake administration duties as required.</li> <li>• Catalogue library resources and index learning materials using agreed protocols.</li> <li>• To ensure the effective use of the library catalogue and the online resources for effective information retrieval and to assist with requests and specific information searches using the full range of library resources.</li> <li>• Responsible for the organisation of an efficient and effective Library which supports the Curriculum.</li> <li>• Lead role in promoting the library and its resources, to encourage pupils to read and learn to improve their learning.</li> <li>• Run/provide cover for afterschool clubs.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate with staff, suppliers and pupils using the library to provide information, advice and guidance on the use of library resources</li> <li>• Liaise with Subject Heads to ensure stock is in line with course curriculum requirements.</li> <li>• Network with other school librarians.</li> <li>• Maintaining an effective partnership with teachers and support staff in order to identify their curriculum requirements and match these to relevant resources available.</li> <li>• Manage external partnerships with external providers such as Schools Library Service Leeds and local public libraries.</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Order and maintain stock securely as directed.</li> <li>• Receive and check deliveries.</li> <li>• Responsible for the management and maintenance of stock</li> <li>• Demonstrate own duties to other staff as required.</li> <li>• Participate in appraisal, training and other learning activities.</li> <li>• To ensure the Learning Resource Centre is an attractive, welcoming and safe learning environment.</li> </ul>

	<ul style="list-style-type: none"> <li>To manage the Learning Resource Centre facilities to ensure maximum use by the school.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> <li>Document any concerns relating to student who may be of concern.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>Update and maintain data and other information.</li> <li>Set up, manage and monitor systems which control input/output of stock</li> <li>Set up &amp; maintain an up-to-date inventory of all stock.</li> <li>To develop and implement library policies, including loans, fines, billing procedures, provision and use of the learning resources.</li> <li>Collate statistics on the library usage.</li> <li>Manage the ICT equipment in the library.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment for both pupils and staff.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

**Person Specification**

<b>Job Title</b>	Library/Learning Resource Centre Coordinator	
<b>Grade</b>	E	
<b>Responsible To</b>	Assistant Head / Head of English / Headteacher / Principal	
<b>Staff Managed</b>	None	
<b>Job Family</b>	Library/Learning Resource Centre	
	<b>Essential</b>	<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>• Knowledge of procedures for use of library resources, cataloguing, supervising library users, ordering resources and maintaining library technology</li> </ul>	<ul style="list-style-type: none"> <li>• Experience/awareness of secondary education, current issues and trends</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Administration experience</li> <li>• Experience of working in a library environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of developing policies</li> </ul>	
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>• Excellent literacy skills</li> <li>• Organisational skills</li> <li>• Good communication skills</li> <li>• Good information retrieval skills</li> <li>• Good ICT skills</li> <li>• Creativity</li> <li>• Customer service skills</li> <li>• Ability to work as part of a team</li> <li>• Research skills</li> <li>• Enthusiasm for reading and literacy</li> <li>• Organise own workload and use initiative to deal with problems as they arise</li> </ul>		
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Level 3 qualification to evidence good numeracy and literacy skills</li> <li>• Willingness to work towards national occupational standards in Information and library services, archive services and records management</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered librarian status</li> <li>• Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>	
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance required</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Ability to use authority and maintaining discipline</li> </ul>		