



JOB DESCRIPTION: Learning Resource Centre Administrator
SALARY RANGE: GRADE E (SCP 11-16)
HOURS PER WEEK: 36 (MON-FRI)
WEEKS PER ANNUM: TTO + 8 Days (SALARY PRO RATA)
RESPONSIBLE TO: DEEP LEARNING SLT FOR LEARNING



JOB PURPOSE: Manage and encourage students’ use of the Learning Resource Centre (LRC)

To support teaching and learning within curriculum departments through students use of the LRC and the provision of resources.

COLLEGE VALUES: The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

CORE RESPONSIBILITIES:

- Organise and Management of the LRC:
- Establish effective systems – classifying, cataloguing, indexing, loans
- Maintain stock in good order
- To make the LRC attractive and accessible to students and staff, including the provision of displays, guiding and publicity materials
- Ensure the library is an effective support to the curriculum:
- Liaison with all departments on appropriate materials
- Compiling indexes, bibliographical information and resource packs for use by students and staff
- To research resources for curriculum, use as directed by teaching staff
- Development of library and information skills:
- Induction for new students and staff into the LRC
- Development and delivery of library and reading skills programmes in partnership with teaching staff
- Reinforce skills through assistance on an individual basis
- Support the development on literacy across the curriculum
- To help the encourage students to use both electronic and written resources
- Promote reading for pleasure
- Provide links with external resource providers and sources of information
- Support the use of reading intervention strategies and support these fully through the use of the LRC e.g. Lexonics, Lexia
- Publicise and promote the library’s services, including the use of guest authors.
- Maintain in awareness of current developments in librarianship, education and children’s literature
- Participate in appropriate training courses
- Support the development and implementation of programmes of support for students in the school where appropriate
- Support in all aspects of the use of accelerated reader
- Maintain the library management system and the loan of resources
- Advise budget holders on the selection and purchase of stock
- Liaison with book representatives to review new publications and recommend to budget holders as appropriate
- Maintaining clubs to promote the library for student enjoyment
- To comply with the school policies and procedures at all time

LINE MANAGED BY:

- SLT DEEP LEARNING WITH RESPONSIBILITY FOR READING

LINE MANAGER OF:

N/A

SPECIFIC RESPONSIBILITIES (Organisational):

- To receive visitors to the school and to communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries
- To assist with pupil first aid and welfare duties, including looking after unwell students and liaising with parents and staff over student matters
- To undertake routine clerical and administrative support duties on behalf of individual members of staff or faculties, in relation to the organisation of school activities.
- To support the registration of staff and students in any evacuation process.
- To support the transition of students through their school life with organisational and administrative functions
- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage students to follow this example.
- As and when required support parents evenings, open evenings and other out of hours school events
- To promote actively the college's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To adhere to GDPR and data protection regulations, whilst maintaining confidentiality
- To follow all safeguarding and child protection policies and procedures.
- To participate in wider school meetings and working groups as required
- This role wholly or mainly involves working with children

LAST UPDATED

NOVEMBER 2023

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

ACCEPTANCE

Signed:

Date: