



LRC Manager

Objectives of the role:

Under the instruction/guidance of the Deputy Headteacher:

- Manage, develop and promote the Learning Resources Centre within the school to ensure that an effective resource and information service is provided to all students and staff.
- Facilitate and promote reading for pleasure, independent learning and study skills.

KEY DUTIES AND RESPONSIBILITIES

Planning and Development

- In conjunction with other members of staff, draw up and implement a policy for the Learning Resources Centre which reflects the educational aims and objective of the school. Monitor the effectiveness of the policy on a regular basis.
- Plan and oversee the organisation and management of the Learning Resources Centre including the financial management of the LRC resource budget and the preparation of financial estimates.
- Contribute to curriculum development through attendance at Director of Faculty, ICT committee and faculty discussions as appropriate.

Organisation

- Select, acquire, organise, promote and maintain books and non-book resources to cover the full range of ability range of the school community, and to ensure an equality of opportunity for all students and staff.
- Develop and promote ICT and new technologies in the LRC, so that this has an impact on learning.
- Arrange materials for effective retrieval including the systematic indexing, classification and cataloguing of all LRC resources.
- Disseminate information relating to resources to staff, students and parents as appropriate.
- The administration and maintenance of the computerised library management system.
- Ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.
- Plan and organise external speakers/ authors to support the curriculum and school initiatives.
- Supervise study in the LRC, including encouraging independent study habits
- Teach LRC skills, information retrieval skills, and revision and study skills
- Manage and administer Accelerated Reader including:
 - the training of staff to deliver the programme
 - producing data reports
 - working with the literacy teacher to identify underachievement and to celebrate success
 - Testing of all students throughout the year.
- Manage "Reading Buddies" including the recruitment and training of year10 mentors and identification of year 7 mentees.
- Run the Carnegie Shadowing Scheme.

- Manage the school Stationery Shop.

Communication and Liaison

- Line manage the LRC Assistant, including day-to-day delegation of tasks, training and performance management.
- Provide assistance and advice to students on:
 - Appropriate strategies for the selection of information resources to undertake assignments both from within the school and the wider community.
 - The choice of literature and materials to meet curricular and leisure needs.
 - The effective use of specific sources.
- Provide assistance and advice to teachers on:
 - Maintaining a high level of resource awareness relating to relevant course/subject areas.
 - Professional reading.
- Liaise with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisation.
- Attend Oxfordshire School Library Association meetings.
- Make full use of advisory services and maintain a high level of current awareness regarding children's literature and developments in education and librarianship, including attendance at School Librarian Management meetings, book selection meetings and courses as appropriate.
- Ensure that the LRC presents an attractive, innovative, modern and exciting image to visitors, in particular, prospective students and parents.
- Present information and advice to parents on reading for pleasure, author visits and study skills (e.g. at Parents' Forum or through information on the website).
- Attend working parties or action groups as required e.g.: ICT, Literacy.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management as required.

Other duties as directed by the Deputy Headteacher.

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

For all staff – You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and that of others affected by what you do or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Hours: 33.25 per week. Term time only plus 2 INSET days in September

Grade: NJC Grade 8

Additional Responsibilities linked to support for Pupil Premium students: (to be reviewed annually depending on availability of funding)

Objectives of the role:

Under the instruction/guidance of the deputy head teacher:

- Facilitate and promote reading for pleasure, independent learning and study skills for Pupil Premium students, in order to raise achievement and improve skills in reading.

Main responsibilities:

- Be a member of the core group for the Accelerated Reader partnership, and be a driving force for the project
- Support with reading interventions for Pupil Premium students, during tutor time and lessons
- Manage a variety of learning resources including Chrome books, e-readers and scientific calculators for Pupil Premium students

Hours: 4 per week

JOHN MASON SCHOOL

LRC Manager: Person Specification

	<i>Essential</i>	<i>Desirable</i>
Experience	General clerical/administrative work within a library	At least three years' experience in a library within an educational establishment or similar centre. Experience of line management of personnel.
Qualifications/ Training	GCSE Maths and English at Grade C or above Good standard of education overall	Professional qualification in librarianship, information management or information science. A chartered member of CILIP
Knowledge/Skills	Excellent numeracy, literacy and ICT skills Ability to use LRC software Ability to relate well to children and adults Ability to self-evaluate learning needs and actively seek learning opportunities Effective use of ICT and other specialist equipment/resources A very keen interest in reading, and up-to-date knowledge of teenage fiction Flexibility Positive, can-do attitude Respect for the state education system and all those who work so hard to make John Mason a thriving school!	Knowledge of Accelerated Reader programme Knowledge of relevant policies/codes of practice and awareness of relevant legislation

December 2015

Name:	
Signed:	
Date Agreed:	