

JOB DESCRIPTION

Job Title:	Learning Resource Manager
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Leadership Team
Liaison with:	All Teaching and Non-teaching Staff, Administration Team, Senior Leadership Team, Students, Parents / Carers, External visitors

Job Purpose:

As Learning Resource Manager with Literacy Intervention, you will be involved in managing and the strategic planning of our library services, to provide an environment that promotes a love of reading and key information to support and develop students understanding of future pathways/careers and prepare them for the world around them. This role will also include supporting literacy intervention with targeted students in liaison with the whole school literacy lead. The role may also include administration tasks alongside working in the library and with students. The school environment is fast paced, you need to be prepared to work hard, use your own initiative and support others when required.

Key Responsibilities

The successful applicant will work within the library. As our Learning Resource Manager, you will be involved in a wide variety of administrative tasks as well as working in the library and with students.

Tasks may involve:

- Updating and maintaining the school library (for all key stages) along with the management of the Accelerated Reader
- Supervising students in the library over lunch and break times
- Targeted literacy intervention and support
- Encouraging and promoting reading to students
- General administrative tasks
 - o Photocopying and scanning
 - o Filing and maintaining internal documents
 - o Updating notice boards
 - o Archiving documents
 - o Using Microsoft packages including Outlook, Excel and Word

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the catering teams, ensuring they have regular statutory training.

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude. Promote the importance and benefits of effective team working and well-being.
- To work closely with the Headteachers to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

Additional conditions

- Take on any additional responsibilities which might from time to time be determined.
- The ability to work outside of the usual working day should the need arise.
- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.

- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

PERSON SPECIFICATION: Learning Resource Manager

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
EDUCATION/ QUALIFICATION	<ul style="list-style-type: none"> Qualified to degree level or equivalent work experience A librarian qualification (desirable) 	AF/I AF/I
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> Experience of working with students and leading reading and literacy interventions A sound understanding of resource based learning and collaborative teaching practice An understanding of library management systems Comprehensive library experience including some management of library procedures 	AF/I AF/I AF/I AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> Ability to follow instructions and complete tasks set Able to work using own initiative Able to communicate effectively in spoken or written form Well organised Able to use ICT – word processing, emails, internet, social media Positive ‘can do’ attitude Enthusiasm Reliable Committed 	AF/I/T AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willingness to participate in further training and development opportunities offered by the school/Partnership	AF/I
OTHER	Ability to demonstrate commitment to Equal Opportunities	AF/I
CONTRA INDICATION	Positive Disclosure relating to young people or vulnerable adults	AF/I