



ST MARY'S CATHOLIC SCHOOL

TITLE OF JOB: Learning Resource Centre Manager/Librarian

GRADE: H8 29 £25,951 + £585 Fringe Pro Rata

DATE: September 2017

1) JOB OUTLINE

a) REASON JOB EXISTS

To support access to and the enhancement of the curriculum through the provision and management of appropriate resources

b) MAIN AREAS OF RESPONSIBILITY

To provide and manage resources

To integrate policies to facilitate the use of resources

To integrate the library into the curriculum of the school

ROLE

Management

- a) To determine the aims and objectives of the Learning Resource Centre/ library, both short and long term.
- b) To produce a policy statement that will implement these objectives.
- c) To present annual budget proposals, to include an account of the previous year's expenditure and the buying in of external services.
- d) To provide an annual written report for the Leadership group and the Governing Body of usage, clubs and activities and successes.
- e) To analyse patterns of use in order to advise teachers and managers on how to target teaching and resources effectively.

Resources

- a) To provide a wide range of resource which support the school curriculum and the school ethos.
- b) To ensure that all users have equal access to these resources.

- c) To establish the needs of all Learning Resource Centre/library users, actual or potential.
- d) To implement a whole school policy of information skills to ensure maximum use of resources.
- e) To communicate information about resources to all users, e.g. through staff of Heads of Department meetings, general or specific publicity, newsletters, subject specific current awareness, INSET days.
- f) To maintain stock quality through stock policies on selection and deselection.
- g) To maintain an efficient operating system on a day-to-day basis.
- h) To direct and train others to support the Learning Resource Centre/Library to assist student learning.

Professional Relationships

- a) To promote the Learning Resource centre/library to the whole school community, e.g. governors, parents.
- b) To maintain effective communication with all users, especially teachers, to anticipate and resource needs.
- c) To initiate use of resources in class groups in line with subject teacher needs.
- d) To maintain links with other librarians, whether school or public.
- e) To establish and maintain links with other libraries and information units, e.g. Schools, Library Service, IT, Advisory Service, Museums.
- f) To keep abreast of professional developments

c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

e) CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced DBS as part of Hertfordshire County Council's pre-employment checks.

f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

2) SUPERVISION

The Learning Resource Centre Manager/librarian may need to supervise prefects and pupil helpers.

3) JOB CONTEXT

The Learning Resource Centre/librarian works closely with the teaching staff, and with subject leaders in particular, in order to ensure the centre provides appropriate learning support to pupils.

4) CONTACTS

- All members of staff
- Pupils

5) KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of dealing with young people is essential.
- ICT skills are required in order to run library software.
- The postholder must be able to work accurately and efficiently in dealing with the organisation and loan of a wide range of resources.



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Learning Resource Centre Manager/Librarian

Person Specification

The ideal candidate will have some or all of the following:

- Degree status or equivalent
- Experience of working in a school library
- Experience of working in schools in general or a school in particular
- Experience of working with young people
- High levels of interpersonal skills
- Able to work cooperatively with Heads of Departments in a secondary school
- Confident in the management of pupils
- Able to use information technology with confidence
- Able to deliver study skills programmes to school pupils
- Committed to the development of school libraries as a resource for learning
- A clear enthusiasm for books and reading
- Lively, energetic and enthusiastic
- Adaptable

5th September 2017