

Job Description

Post Title: Learning Resource Centre Support Officer

Reporting To: Reading Coordinator

Salary: Band 7

Purpose:

To proactively manage, develop and promote the Learning Resource Centre as

- An effective centre to support learning
- A hub for independent study
- A careers, Education, Information, Advice and guidance centre.

To assist students and staff to make optimum use of its resources

Consultation and Liaison with:

Headteacher and Senior Leadership Team
 Staff within the School
 External agencies
 Book suppliers

Key Tasks:

Administration	<ul style="list-style-type: none"> • Development of LRC systems ensuring books are monitored, updated and organised according to appropriate procedures in line with school policy. • Good knowledge of accelerated reading in order to assist in the operation of tests and monitoring of appropriate sets as required by the line Manager. • Development of the library environment enhancing the atmosphere and practicality of the location. • Running innovative competitions to encourage library use and enthusiasm for reading. • Monitoring student voice in association with the library. • Responsibility of all IT equipment; its loan and return, tracking users, recording damage etc. • Creation of clubs which will operate daily during lunch times and after school. • Management of 6th form volunteers
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Hanson

EST. 1897

	<ul style="list-style-type: none">• Liaise weekly with your line Manager• Attend weekly department briefings.• Organise outside providers to come into school offering free workshops, book sales, clubs which promote reading.• Maintain eclipse systems• Cultivate desire for the library• Support during LRC lessons where needed, particularly encouraging all students to loan books and return.• Support students to select appropriate texts for their ability and reading level.• Monitor late returns, communicating returns with parents, students and form tutors.• Make suggestions for improvements to the LRC area.• To work as part of the English team to support the development and enthusiasm for reading.
Other tasks	<ul style="list-style-type: none">• Support and promote the Schools ethos and contribute to the overall aims of the School.• Be aware of, and comply with, the School's policies and procedures and Staff Code of Conduct• Promote and safeguard the welfare of children and young people you come into contact with• Be aware of the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; and report any concerns to an appropriate person• Contribute to organising Schools events as required• Keep abreast of developments and changes in fields relevant to the role, and communicate these to staff as required• Appreciate and support the role of other professionals• Attend and participate in relevant meetings as required• Participate in appraisal, training and professional development as required• Carry out other reasonable requests appropriate to the grade
Resources	<ul style="list-style-type: none">• Be responsible for the safe keeping of computer hardware and software and for ensuring the requirements of the Data Protections Act are met
Terms	<ul style="list-style-type: none">• The postholder will work 37 hours per week, term time only + 5 days