

## Job Description

<b>Role:</b>	<b>Learning Resource Centre Supervisor</b>	<b>Salary Range:</b>	3	<b>Notice Period:</b>	One Month
<b>Line Manager:</b>	Head of Faculty	<b>Head of Faculty:</b>	Leadership		

### Role Purpose

The team purpose for all colleagues who work in the Learning Resource Centre is to ensure that it is a positive, student-centred learning environment which reinforces the school's key messages of academic excellence and impeccable behaviour. Learning Resource Centre colleagues support the teaching and learning that takes place across the school as well as in the Centre, whilst offering any advice or encouragement to pupils their learning. This post takes a leading role in promoting literacy and reading for pleasure in what is a very busy and well-used facility within the school.

### Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

### Main Responsibilities:

This will involve working closely with teaching and support staff, by offering advice and encouragement to students with their learning and to help them develop their personal reading skills. Provide administrative and supervisory support to this valuable resource in School. Enhancing pupils experience through the love of reading academically and for pleasure whilst maintaining a well resourced facility and a welcoming environment.

- Support the implementation of the school library policy to support the School Development Plan.
- To operationally oversee all matters relating to the smooth and efficient operation of the school to manage the day to day running of the library.
- To support the acquisition and management of library materials and the development of the library as learning resource centres in accordance with the demands of the school's curriculum and educational policies.

- To aid students to find information for homework and projects, assisting with the promotion and delivery of information retrieval.
- Provide support to both teachers and students during booked lessons in the LRC and from time to time manage small groups of students in that lesson under the direction of the teacher.
- Lead team planning, meetings and staff development.
- To assist in the research and organisation of inspirational author events.
- To promote and ensure that staff and students are aware of the services available and to encourage maximum use of the library resources and as a centre of learning.
- To promote the development of reading and literacy skills for information, creation and reading for pleasure.
- Provide Learning Resource Centre introduction lessons so that students are given foundations for effective study skills.
- To supervise and oversee study in the School Library, general discipline and induction into the use of the I facilities, including during lunch breaks and after school.
- To ensure accurate acquisition, cataloguing and organisation of resources
- To promote the Resource Centre as a centre of learning
- To work with heads of academic departments to ensure that resources are available and appropriate to achieve subject scholarship aims of the curriculum
- Provide study support and advice for students
- To co-ordinate the school's Accelerated Reader programme and plan and promote AR competitions.
- Support the use of IT resources in the library to support schools study culture.
- Provide Literacy support for students in conjunction with the whole school literacy coordinator. This will include author days and World Book Day.
- Develop the library SharePoint offer to students to support study and Academic Excellence
- Participate in the wider running of the school community including attending management meetings and training with a particular focus on literacy, reading and the study curriculum as appropriate.

## **ICT**

- to maintain databases and records including the use of the Accelerated Reader and Eclipse library management system to issue.
- To ensure efficient returns and renew items.
- Follow up overdue loans, print out notices and send emails or account letters to relevant teaching staff or parents.
- To liaise with ICT staff concerning problems with the ICT/Photocopier faults and issues.

## **Duties Include:**

- Supporting pupils and staff in helping them, to make best use of the resources in the library, including all year groups at breaks and before/after school, and post-16 students during their individual study time
- Supporting pupils with queries, research, homework or other tasks in a positive and constructive way
- Running induction sessions for prospective students, and Taster Days
- Short introductions to the library and research for new students with subject teachers
- Arranging annual author visit and workshops
- Organising competitions for Children's Book Week and World Book Day
- Help with delivering the literacy programme for students
- Booking of computers for teaching staff
- Cataloguing new books using the library software
- Shelving returned books and shelf-tidying when necessary
- Producing display work for the library and display boards
- Marking in and displaying periodicals
- Compiling cutting files from daily newspapers
- Helping to devise and run competitions for students

- To managing stock by issuing, returning and reserving resources using the Library software and processing new stock efficiently.
- To update the LRC's Sharepoint page.
- Message students via the school ICT platform to encourage prompt library returns.
- To support students and staff with photocopying and printing needs.
- To be responsible for displays, Learning Resource Centre activities and promoting the Resource Centre across the school.
- To be responsible for the smooth running of the Resource Centre
- To undertake general administrative duties including typing, filing and data entry.

## **Safeguarding**

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

## **General**

- To work as an effective member of a team and to promote team-work at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and wellbeing of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

## **Declaration**

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the

schools leadership structure. I understand that I must seek support when needed and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

**Name:** ..... **Signed:** ..... **Date:** .....