

## LRC Job Description

<b>Job Title</b>	<b>Learning Resource Co-ordinator</b>
<b>Grade</b>	<i>Scale 5, points 8-11</i>
<b>Reports to</b>	<i>Assistant Headteacher (Literacy)</i>
<b>Responsible for</b>	<i>LRC Assistants</i>
<b>Liaison with</b>	<i>Pupils, School Staff</i>
<b>Job Purpose</b>	<i>To be responsible for the provision of an efficient and effective library service for the school</i>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Prepare, with the Headteacher, the LRC (Library) policy and library development plan</li> <li>• Develop and manage the operation, systems and procedures of the school library, in accordance with agreed policies/plans</li> <li>• Manage the school library budget in accordance with the library policy and development plan</li> <li>• Prepare and present such reports (financial, usage) as may be required by the Headteacher and/or governing body</li> <li>• Management of other staff and volunteers working in the library</li> <li>• Manage pupil conduct in the library in accordance with appropriate school policies</li> <li>• Manage and control stock, including researching resource availability, cost etc., making purchases, processing orders, recording receipts and losses etc.</li> <li>• In liaison with teaching staff arrange, where possible, for the availability of resources relevant to the curriculum</li> <li>• Develop, maintain and use links with external library services, suppliers, retailers etc. to enhance and develop schools' resources</li> <li>• In liaison with teaching staff, arrange and implement induction sessions for primary and Year 7 pupils and for new staff</li> <li>• Promote library resource to staff and pupils through organisation of book weeks/visits/newsletters etc.</li> <li>• Issue library books and maintain computerised/manual library records</li> <li>• Implement procedures for recovery of overdue and/or non-returned books</li> <li>• Catalogue and prepare new books</li> <li>• Repair damaged books and other resources as appropriate</li> <li>• Organise Enrichment Programme, including Visiting Authors and other events, including Book Buzz (all Year Groups)</li> <li>• Identify students for reading interventions</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for Reading Pro and/or other reading interventions</li> <li>• Develop approaches for supporting students with their reading.</li> <li>• Responsibility for maintaining tidy and accessible resource centre including production and arrangement of relevant displays, notices etc.</li> <li>• Provide advice and assistance to pupils and staff in the procedures, systems and use of the school library</li> <li>• Advise on copyright issues and comply with Data Protection legislation</li> <li>• Undertake photocopying, word processing and other clerical/administrative work as required</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• <i>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</i></li> <li>• <i>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</i></li> <li>• <i>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</i></li> <li>• <i>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</i></li> </ul>

## LRC COORDINATOR – PERSON SPECIFICATION

General heading	Detail	Preferences
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of delivering an efficient and effective school library service Experience of supervision of staff Educated to NVQ Level 3
	Knowledge of relevant policies and procedures	Understanding of school library policy
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Numeracy or equivalent
	Technology	Ability to maintain computerised library records and use administrative IT packages
<b>Communication</b>	Written	Ability to write reports
	Verbal	Ability to use clear language to communicate information unambiguously
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Ability to give clear instructions
<b>Working with children</b>	Behaviour Management	Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of pupils whilst using the library
	SEN	Ability to support children through appropriate resources in support of teaching and learning
	Curriculum	Good understanding of the school curriculum in support of learning materials
	Child Development	Awareness and understanding of child development in relation to library resources
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise team effectively
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions accurately Ability to deal with unexpected problems
<b>General</b>	Equalities	Awareness of and commitment to equality

	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role