

JOB DESCRIPTION

Job Title	Learning Resource Centre Co-ordinator
Reports to	Assistant Head – Teaching and Learning
Liaison with	Teaching Staff, Support staff, Senior Leadership Team and Students.
Job Purpose	To provide an efficient and effective service within the Learning Resource Centre including support and guidance to students during break times.
Duties	<p>Reading</p> <ul style="list-style-type: none"> Promote reading and inspire students to read a variety of different books and create lesson plans. Ensure there is an ample supply of suitable books within the LRC offering different book levels, interest levels and genres. Promote reading within the school and encourage home reading Book and co-ordinate various author visits. Attend and present the LRC set up at Open Evenings to prospective Year 7 students and parents. Co-ordinate and supervise Reading Champions. Choose and display 'Read of the Month'. Ensure the Library and Learning Resource Centre is supervised, as practicable, at all times during the school operating hours. <p>Learning Resource Centre</p> <ul style="list-style-type: none"> Assist both staff and students with the location of resources, literature and books. Ensure that the selection of books in the Learning Resource Centre are current, removing out of date publications. Supervise the Library and Learning Resource Centre as appropriate. Manage and update the displays within the Library and Learning Resource Centre to ensure that they are kept up-to-date, accurate and relevant. Oversee the Library and Learning Resource Centre competitions. Select, purchase, maintain, edit and process stock for the Library and Learning Resource Centre and update stock control system records. Work with the teachers within the English Department to ensure that there is a cross over between books studied in other aspects of the school, and the Learning Resource Centre. Control the issue and return of resources and issue overdue letters as and when necessary.

	<ul style="list-style-type: none"> • Manage the use and maintenance of the photocopier and assist students with its use as and when necessary. • Liaise with book representatives and visitors. • Manage and maintain ICT equipment in the Learning Resource Centre. • Maintain the day-to-day operation of the Library and Learning Resource Centre and ensure it is a welcoming and presentable learning environment for the staff and students. • Manage the budget provision and cost plans for the Library and Learning Resource Centre developments.
General	<ul style="list-style-type: none"> • To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence' • 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 • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • To respect confidentiality at all times • To be familiar with the school's policies, procedures and working practices and adhere as appropriate • To undertake any training and development commensurate with the post • 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 <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Post Holder signature Date

Post Holder name (in capitals)..... Date.....

Headteacher signature Date

Please return a signed copy of your job description to the Headteacher for retaining in your personal file.