

## Northern Education Trust – Job Description

<b>Job Title:</b>	Learning Resource Centre Administrator		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Business Manager	<b>Grade:</b>	SCP 7 – 11
<b>Service responsibility:</b>		<b>Salary:</b>	£19,554 - £21,166 (FTE, Salary to be pro rata)
<b>Additional:</b>		<b>Term:</b>	37 Hrs / 39 Wks

### JOB PURPOSE

- Manage and encourage students' use of the Learning Resource Centre (LRC)
- To support teaching and learning within curriculum departments through students use of the LRC and the provision of resources

### JOB SUMMARY

1. Organise and Management of the LRC:
  - Establish effective systems – classifying, cataloguing, indexing, loans
  - Maintain stock in good order
  - To make the LRC attractive and accessible to students and staff, including the provision of displays, guiding and publicity materials.
2. Ensure the library is an effective support to the curriculum:
  - Liaison with all departments on appropriate materials
  - Compiling indexes, bibliographical information and resource packs for use by students and staff.
  - To research resources for curriculum, use as directed by teaching staff.
3. Development of library and information skills:
  - Induction for new students and staff into the LRC
  - Development and delivery of library and reading skills programmes in partnership with teaching staff.
  - Reinforce skills through assistance on an individual basis.
  - Support the development on literacy across the curriculum
  - To help the encourage students to use both electronic and written resources.
4. Promote reading for pleasure
5. Provide links with external resource providers and sources of information
6. Support the use of reading intervention strategies and support these fully through the use of the LRC e.g. Fresh Start, Lexia
7. Publicise and promote the library's services, including the use of guest authors.
8. Maintain in awareness of current developments in librarianship, education and children's literature.
9. Participate in appropriate training courses.
10. Support the development and implementation of programmes of support for students in the Academy where appropriate.
11. Support in all aspects of the use of Accelerated Reader.

12. Maintain the Library management system and the loan of resources
13. Advise budget holders on the selection and purchase of stock.
14. Liaison with Book representative to review new publications and recommend to budget holders as appropriate.
15. Maintaining clubs to promote the Library for student enjoyment,
16. To comply with Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
17. To comply with the Academy's Child Safeguarding Person over any safeguarding issues or concerns;
18. To comply with the Academy policies and procedures at all time.

## **GENERAL**

1. To participate in wider Academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....