Borden Grammar School

Job Description: Learning Resources Officer

The primary role of the Learning Resources Officer is to provide day-to-day management, operation and development of the Learning Resources Centre.

Reporting to: Deputy Headteacher (Staff & Students)

Hours: 20 hrs per week, 39 weeks (11:30am-3:30pm)

Kent Scheme Band 6 £19,223 – £21,085 p/a (£8,768- £9,617 pro-rata)

Overall role:

Responsible for the management, development and promotion of the learning resource centre and information service within the school, to ensure that all students and staff have ready access to as broad and relevant range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate independent learning and encourage reading for pleasure.

MAIN RESPONSIBILITIES:

Strategic direction and development:
1. Assist the LG in the resourcing, management and use of the library/learning resource centre to ensure that they effectively support teaching and learning throughout the school.
2. Contribute to the relevant sections of the whole SIP through membership of appropriate groups or meetings.

Teaching and learning:
1. In accordance with agreed guidelines, manage and organise resources, facilities and services provided to allow flexible access and support for curricular and extra-curricular activities, study support, independent and recreational use.
2. Work with individual departments to develop subject-specific teaching and learning resources both within the Library and across the school.
3. Support students to make effective use of the resources available and support and monitor pupils independently studying in the library.
4. Develop students’ techniques in researching and retrieving information.
5. Maintain an atmosphere conducive to study and learning within the library/learning resource centre.
6. Promote a love of learning and reading, e.g. host book fairs, competitions, book talks and displays.

Management of Resources:
1. Prepare an annual improvement plan in line with the overall school SIP.
2. Manage the agreed library budget to ensure that resources are maximised, that value for money is obtained, and that overspending does not occur.
3. Index, catalogue and classify learning resources and develop and maintain accurate and reliable catalogue and lending systems, to facilitate accessibility, use and control of stock.
4. Contribute to the development and promotion of relevant IT applications in the library/learning resource centre to support learning.
5. Ensure that the law of copyright is observed and that appropriate licenses are in place to minimise risk of claims against the school.
6. Ensure that appropriate measures are in place to keep the library/learning resource centre secure and to minimise risk of loss of resources and equipment.
7. Manage the school’s stationery shop.

Leadership & Management:
1. Assist in the recruitment, training, deployment and motivation of learning resource centre staff (where relevant) to provide an efficient, user-friendly service. Allocate tasks to identified staff.
2. Instruct students in supporting the Learning Resource Centre staff in the issuing of books and other resources as appropriate.

Marketing and External Links (including Public Occasions):
1. Promote the use of the library/resource centre to the school community and foster an attractive atmosphere and environment which is conducive to a positive learning experience for users.
2. Develop and maintain links with external agencies to maximise the availability of appropriate materials and information, including public libraries, museums, local HE and FE institutions, community information services etc.
3. Ensure that the library/learning resource centre presents an attractive and vibrant image to visitors.

Pastoral Care:
1. Ensure that appropriate standards of student discipline are maintained in the Library/learning resource centre, including at after school times.

Training & Development of self and others:
1. Take responsibility for personal professional development to keep up to date with new approaches, facilities and technologies relevant to learning resources.
2. Maintain a high level of awareness of current children’s literature and developments in education and librarianship in order to ensure that the library/learning resource centre provides an up to date service to its users.

Monitoring, Evaluation & Assessment:
1. Monitor and evaluate the effectiveness of the services provided by the library/learning resource centre to ensure that it is meeting the needs of the school community.
2. As required, prepare and present reports to the Head/LG/Governors on the operation and effectiveness of the services provided.

Examples of duties typically associated with the role:

i. Day-to-day management, operation and development of the area of the Learning Resource Centre, to support the school’s curriculum and to meet the needs of students and staff and other users:
   • General computer work and full use of the computerised Library Management System – issuing and receiving books, registering readers and making reservations.
   • Maintain the orderly and quiet use of the Library.
   • Administer school book clubs for students every term, which enables the school library to benefit from free books.
• Administer the Budget allowance for the Library including selection, acquisition, organisation and evaluation of books. Check invoices for payment from this allowance.
• Give introductory talks to new tutor groups regarding the Library layout and usage of the Library and train students as Student Librarians – using the computer system and Library duties.
• Perform routine duties such as shelving, preparation and maintenance of stock catalogues, issuing and arranging for the return of loaned items. Carrying out periodic checks that books are in order on the shelves. Checking the condition of stock for repair or disposal – carry out repair or delete records from the computer.
• Producing reminder slips for overdue books and any relevant fines.
• Completing an annual stock check of all resources within the LRC.
• Responsible for storage and distribution of headphones & ICT equipment for students monitoring issue and return.
• Arrange and run events linked to World Book Day and other special calendar days throughout the year including organising and running of competitions linked to literacy and promoting the LRC.
• Arranging and regularly changing displays within the LRC (including liaison, as appropriate, with subject teachers and other staff).
• Compiling, publishing and annually reviewing the updating the LRC Improvement Plan and other relevant papers.
• Liaising with the ICT Co-ordinator and ICT support staff as relevant.
• Catalogue and maintain an inventory of all LRC equipment and be responsible for its management, maintenance and repair.
• Exercise the duties and responsibilities of the post with due regard to Health and Safety regulations.
• Provide stationary service to students.
• Provide and maintain a careers library.
• Link with the English department to provide initiatives to promote reading and literacy.
• Promote LRC usage via leaflets, newsletters, registers, and current displays. Promote the LRC on open evenings with activities, displays and talks.
• To collect audit replies in line with the school calendar.

ii. Miscellaneous:
• To provide relief for the Cover Supervisors, Attendance Officer and Main Office staff if required.
• Administer First Aid as required

In addition:
• It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards pupils or employees, including those who may be, for example, from minority ethnic communities, women, disabled or older people. The post holder should also counteract such practice or behaviour by challenging or reporting it.
• It is the duty of the post holder to report to the Safeguarding Officer (currently LVT) any concerns relating to safeguarding, including any disclosures made by pupils.
• To undertake any other duties that may reasonably be required
**BORDEN GRAMMAR SCHOOL**

**PERSON SPECIFICATION – LEARNING RESOURCES OFFICER (KR6)**

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<th>Qualifications</th>
<th>Essential</th>
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<tr>
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<td>• GCSE, or equivalent in English &amp; Mathematics</td>
<td>• Librarian qualification or related</td>
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<td>• A Levels</td>
<td>• A Degree</td>
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<td>Professional experience and abilities</td>
<td>• IT literate – very good working knowledge of Microsoft, e.g. word, excel, power point, publisher</td>
<td>• Experience of working within an educational environment</td>
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<td>• Excellent information retrieval skills</td>
<td>• Experience of working with children</td>
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<td>• Experience of admin or office work</td>
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<td>• Familiarity with Library management software</td>
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<td>• Sound knowledge of literature for young people</td>
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<td>• Awareness of the secondary curriculum</td>
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<td>• Awareness of current developments in library/ resource centre management</td>
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<td>• Proactive and imaginative in approach to provision and promotion of library/ resource centre services</td>
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<td>Personal qualities</td>
<td>• Ability to develop a good relationship with young people and adults</td>
<td>• Innovative and creative</td>
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<td>• Ability to inspire and challenge readers</td>
<td>• Energy and enthusiasm</td>
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<td>• Excellent communication skills</td>
<td>• Passion for reading and promoting literacy</td>
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<td>• Ability to work as part of a team</td>
<td>• Attention to detail</td>
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<td>• Good organisational and time management skills</td>
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<td>• Flexible – able to take on new challenges</td>
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<td>• Self-motivated and able to work under own direction</td>
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