

**MAIDSTONE GRAMMAR SCHOOL FOR GIRLS**  
**JOB DESCRIPTION**  
**Learning Resources Co-ordinator**

<b>POST TITLE</b>	Learning Resources Co-ordinator
<b>GRADE/WEEKS PER YEAR/HOURS/FTE</b>	Kent Range 5 38 weeks 9:00am-4.30pm Monday to Thursday and 9:00am - 3:30pm Friday
<b>DATE</b>	May 2021
<b>RESPONSIBLE TO</b>	Head of English Faculty
<b>REPORTING TO</b>	Head of English Faculty

<p><b>Summary of Job:</b>  To organise and manage the school's Learning Resources in conjunction with the Head of English.</p>
<p><b>Outline of Main Duties:</b></p>
In conjunction with the Head of English Faculty, maximize the use of the resources within the main school Library which are available to students and staff in line with the school's strategic plan.
Responsibility for overseeing the security and maintenance of the resources available to provide a safe and inspiring learning resource environment to students, staff and visitors.
Identify and develop resources within the school to maximise the interest and benefit for the students, staff and visitors.
Supervising Sixth Form students during their independent silent study lessons. Support English teachers in the delivery of their timetabled library lessons.
Expand and develop author visits.
Contribute to increasing the profile of literacy across the school, including lunchtime clubs for creative writing and reading.
Develop links with local primary schools to promote literacy.
Continue participation in the Maidstone Area Book Awards programme.
Ensure that the physical Library is clean and tidy and current publications are available for students.

Ensure that the virtual library is maintained and up to date to respond to school needs.
Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and GDPR) and uphold the ethos of the school.
To fulfil any other tasks reasonably requested by the line manager.
<b>Staff &amp; Others Line Managed by the Post Holder:</b> N/A

### PERSON SPECIFICATION Learning Resources Co-ordinator

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school. Thank you.

	<b>Characteristics</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Good secondary school qualifications to at least level 3 standard</li> <li>● Evidence of outstanding literacy and numeracy skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Strong work ethic</li> <li>● Ability to relate well to colleagues and students and parents/members of the public</li> <li>● A professional manner</li> <li>● Ability to work well as part of a team</li> <li>● Ability to work under pressure and meet strict deadlines</li> <li>● Generosity of spirit and a sense of humour</li> <li>● Capacity for hard work with a proactive approach, along with high expectations of self and students</li> <li>● Commitment to support the ethos of the school and to comply with school policies and procedures</li> <li>● Willingness to contribute to extra-curricular activities</li> <li>● Knowledge of and genuine interest in educational issues and how they apply to this school</li> </ul>

<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Strong communication skills</li> <li>● Excellent interpersonal and organisational skills</li> <li>● Attention to detail and a good level of literacy</li> <li>● Strong IT skills</li> <li>● Knowledge of or willingness to train in the use of the Library computer system (Eclipse)</li> <li>● Knowledge and understanding of school policies and procedures</li> <li>● Knowledge of current teenage/young person literature</li> <li>● Knowledge of the Dewey Decimal Classification System for Library Organisation</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>● Experience of administration</li> <li>● Experience of working in a school</li> <li>● Experience of working with young people</li> <li>● Evidence of a commitment to professional development</li> </ul>