



## Job Description

<b>Job Title:</b>	Learning Resource Manager
<b>Salary:</b>	The Redhill Academy Trust Pay Scale, Band 9 Scale points 41 - 45
<b>Hours of Work:</b>	37 hours per week, term time only.
<b>Responsible to:</b>	Operations Manager
<b>Post Objective:</b>	To manage, develop and promote the library/resource centre to ensure an effective resource and information centre is available for students and staff.

### **Main Duties and Responsibilities:**

- Plan and oversee the organisation and management of the library including the financial management of the library resource budget and the preparation of financial estimates.
- Selection, acquisition, organisation, promotion and maintenance of book and non-book resources.
- Responsibility for optimising the use of ICT services within the library/resource area. Development of online view data systems and the compilation of in-house data bases as appropriate.
- Liaison with ICT teachers and technicians to co-ordinate services offered.
- Ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.
- Participation with the teaching staff in the planning and development of the school's information skills and language programmes and active involvement in the delivery thereof.
- Managing student behaviour during social times ie lunchtimes
- Organise events and activities to actively promote reading, as well as promoting reading for pleasure and develop whole school reading culture.
- Guidance and assistance to pupils on:
  - Appropriate strategies for the selection of information sources to undertake assignments both from within the school and the wider community.
  - The choice of literature and materials to meet curricular and leisure needs.
  - The compilation of book lists and other promotional material where appropriate.

- Guidance and assistance to teachers on:
  - Maintaining a high level of resource awareness relating to relevant course/subject areas
  - Professional reading
- In liaison with the English department, operation of the accelerated reader programme, including planning, preparing and leading of accelerated reader lessons as well as analysing data regarding the programme.
- Undertake intervention programmes as directed by the Literacy Co-ordinator
- Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations, e.g. County Library Service, Museums service, etc.

### **General**

- Liaison with other departments and non-teaching staff over matters relating to the learning resource centre
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms

**This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position**