

## JOB PROFILE

**JOB TITLE :** Learning Resource Centre Co-ordinator

### 1. Main Purpose of Job

(This will explain why the job exists and what it is for)

- To facilitate the running of the Learning Resource Centre;
- To promote use of the Learning Resource Centre to aid independent learning;
- To provide wide range of learning and research tools for students and staff;
- To provide assistance to users of Learning Resource Centre;
- To supervise use of the Learning Resource Centre's facilities and resources, including Internet access;
- To promote and encourage literacy and support reader development;
- To identify, acquire, catalogue and classify resources of all genre as appropriate to the needs of the Academy;
- Maintenance of Oliver ( computerised library management programme);
- To facilitate the use of Accelerated Reader
- To assist in management of Academy archives;

### 2. Skills and Ability

(e.g. to replace this role with a new employee, what would we need?)

Nature of Knowledge required

- Library management, cataloguing and classification;
- Book and resource knowledge;
- Wide knowledge of the national curriculum;
- Computer and internet knowledge, including MACS and pc's
- Experience of managing and supervising young people;

Qualifications / Experience Required?

- Previous experience of working in a Learning Resource Centre;
- Previous experience of working in an educational environment;
- Experience of working with computers.

Skills Required? (include specialist/physical, techniques, practices etc.)

- Resource management;
- Research and data handling;
- Information retrieval and dissemination;
- Behaviour management
- Self-motivational and organisational skills;
- Communication and negotiation skills;

How would this be used?

- To develop and maintain a first class Learning Resource centre;
- To ensure appropriate use of the IT facilities by staff and students;

Nature of physical effort required and working conditions

- Lifting, carrying and shelving of books and articles;
- Maintenance of library displays

### 3. Creativity / Innovation

How much of the work is routine and how much is dealing with unexpected demands?

- Stocking of resources is routine work, in particular cataloguing, issuing and receiving of books, publications and other resources;
- Changes in curriculum and school environment will create evolving working environment;
- One off research tasks to assist curriculum delivery;
- Responding to individual user requests.

How often would the postholder deal with new situations?

Daily:

- variety of users and user requests;
- open access environment;
- timetabled classroom provision.

How difficult / complex are the problems dealt with?

- Management of pupil discipline and use of the resource;
- Aiding teaching staff to make best use of Resource Centre;
- Information management: identifying and providing appropriate material in response to user requests;
- Facility management: balancing curriculum need against available provision;
- Resource management: ensuring relevant, sufficient stock and removal of damaged, dated material;
- Retrieving overdue material from users.

What guidance is available from whom?

- Policies on pupil discipline and behaviour are accessible via the staff drive;
- Professional bodies re resource management;
- Network Manager re IT issues;
- Librarian & Learning Resource Centre Manager

How easily is guidance available?

- All guidance is readily available.

### 4. Responsibility

Does the job have direct budget responsibility? If so, how much and what for?

- N/a

Does this include setting / monitoring/ authorising or expenditure within budgets?

- N/a

Is the post responsible for other resources?

- Postholder is responsible for all resources located in the Learning Resource Centre, including reading materials, computers and computer accessories.

Is the job responsible for service delivery? If so, what is the nature of the service?

- Learning resource centre is service driven, with major function being to assist students and staff with enquiries.

What are the consequences of an error?

- Mismanagement of resources may have budgetary impact;
- Disruption to efficient provision of learning resources.

## 5. Service Delivery

What kind of impact/effect or outputs does the role have on:-

Internal groups

- Pupils – provision of learning resource centre;
- Staff – provision of learning resources to aid delivery of curriculum.

External groups

- Learning resource centre is utilised for external meetings and functions;
- Centre houses archives; available for external use.

## 6. Managing People

Number and types of staff directly supervised / managed

- No line management of staff;
- Management of student librarians, including Duke of Edinburgh

Is the postholder responsible for setting targets and performance management interviews of these staff?

- Not applicable

Are there any other responsibilities for people (who and what)?

- General supervision of all users of the Learning Resource Centre.

What pressure does this create?

- Extent of usage by students creates pressure, especially at peak times;
- Management of Health & Safety, and acceptable behaviour.

## 7. Judgement exercised/ day today amount of supervision received

What types of decision are made without reference to senior staff?

- Running of Learning resource centre;
- Initial response to inappropriate behaviour;

What types of decision are made in consultation with others (specify who)?

- Redevelopment of the Learning Resource Centre – Learning Resource Centre Manager
- Investment in IT within Centre – Finance Director / Network Manager
- Pupil discipline beyond initial response – STS

Who authorises actions on these decisions? This post / other – specify

- Redevelopment and investment – governed by budgetary restraints. Authorised by FD
- Learning initiatives and pupil intervention – governed by National curriculum / school policy. Authorised by SLT

Does the job require an involvement in policy making (if so specify what)

Input required into:-

- Use of Learning Resource Centre
- Booking policy
- Archives
- Computer usage
- Planning and delivery of library lessons

How often is supervision received? Constantly, daily, weekly, monthly

- No direct supervision required

8. **Nature of contacts (who with / what for?)**

Who?	What for?	How often?
<b>Internal Contacts:</b>		
Librarian & Learning Resource Centre Manager	Co-ordination of Learning Resource Centre provision	Daily
Teaching and support staff	Use of learning resource centre and provision of resources to support learning	Daily
Finance Director	Line management, budgetary issues	When required
Admin and Finance Team	Standard operating issues	Weekly
ICT Team	Networking and computer issues	When required
Literacy Co-ordinator	Literacy initiatives	When required
<b>External Contacts:</b>		
Students	Research, enquiries, assistance	Daily
Librarians (incl. schools)	Sharing of information	Termly
Suppliers	Provision of supplies	When required
Community	Enquiries	When required