

# **Children & Young People’s Service**

**SEAMER & IRTON CP SCHOOL**

##### JOB DESCRIPTION

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| POST: Library/Learning Resource Centre Manager | |  |
| GRADE: F (point 8 – 13) | |  |
| RESPONSIBLE TO: Head of English | |  |
| STAFF MANAGED: Assistant librarians (pupils) | |  |
| JOB PURPOSE: | To manage and take professional responsibility for the day to day running of the library/resource centre services to provide a comprehensive service for pupils and staff. To support and develop pupil’s learning, research skills and independent study and to develop a reading culture within the school | |
| JOB CONTEXT: | The library/resource centre is the hub of learning within the school where activities are delivered to support the learning of the pupils.  Enhanced DBS clearance required  Based within the Library/Resource centre in the school | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | |
| Operational Issues | * Support pupils and staff in using the library resources * Support pupils to develop pupils learning, research and study skills * Support and assist with library technology including ICT. * Oversee the use of books and other library resources, using agree systems for recording use. * Lead role in promotions, displays and other activities in the library * Implements planned learning activities for small groups of pupils in the library * Provide support to staff in supervising small groups of pupils in the library ensuring behaviours are maintained in the absence of a teacher * Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies * Undertake administration duties as required * Catalogue library resources and index learning materials using agreed protocols * To ensure the effective use of the library catalogue and the online resources for effective information retrieval and to assist with requests and specific information searches using the full range of library resources * Responsible for the organisation of an efficient and effective Library which supports the Curriculum. * Lead role in promoting the library and its resources, to encourage pupils to read and learn to improve their learning | |
| Communications | * Communicate with staff, suppliers and pupils using the library to provide information, advice and guidance on the use of library resources * Liaise with Subject Heads to ensure stock is in line with course curriculum requirements. * Network with other school librarians * Maintaining an effective partnership with teachers and support staff in order to identify their curriculum requirements and match these to relevant resources available. | |
| Resource management | * To manage the Library/Resource Centre budget effectively. * Order and maintain stock securely as directed * Receive and check deliveries * Responsible for the management and maintenance of stock * To line manage student helpers. * Demonstrate own duties to other staff as required * Participate in appraisal, training and other learning activities * To ensure the Learning Resource Centre is an attractive, welcoming and safe learning environment. * To manage the Learning Resource Centre facilities to ensure maximum use by the school. | |
| Safeguarding | * To be committed to safeguarding and promote the welfare of   children, young people and adults, raising concerns as appropriate. | |
| Systems and Information | * Update and maintain data and other information * Set up, manage and monitor systems which control input/output of stock * Set up & maintain an up-to-date inventory of all stock. * To develop and implement library policies, including loans, fines, billing procedures, provision and use of the learning resources * Collate statistics on the library usage * Manage the ICT equipment in the library | |
| Data Protection | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. | |
| Health and Safety | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. | |
| Equalities | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Within own area of responsibility work in accordance with the aims of the Equality Policy Statement | |
| Flexibility | North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures. | |
| Customer Service | The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.  * The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. | |
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