**Position**

Learning Resource Centre Assistant

**Location**

Learning Resource Centre (LRC) is our library area located in the heart of the school

**Line Manager**

LRC Manager

**Scale**

WSCC NJC Grade 3 £18,065 pro rata (Actual salary £8,262)

**Hours**

20 hours (Monday – Friday, 12.30pm – 4.30pm)
Term time only + INSET days

### Position objectives

To support the LRC Manager in ensuring the provision of an efficient and effective LRC. Support in the day to day operation of the LRC; its continuous development as a whole school resource; and centre of support for research and literacy.

### Main duties

Take an active role in understanding the importance of reading for all children and how it affects their education. Promote development of reading and literacy skills and encourage all to use the LRC facilities for research and personal development.

Create, and maintain, a welcoming, organised and stocked LRC according to the Dewey Decimal system.

Carry out routines connected with cataloguing new material and maintain existing stock.

Offer guidance and advice to LRC users, both staff and students.

Support in the supervision of students using the LRC.

Provide training and ongoing support to LRC prefects and carry out administrative tasks associated with this.

Oversee tracking of overdue books and communicate effectively to facilitate retrieval.

Help the LRC Manager to organise guest speakers, author visits and other events as directed.

Maintain relevant reading data that will support a strong reading culture across the school.

Assist with administrative tasks associated with the Accelerated Reader programme.

Create inviting and engaging reading displays across the school.
Support in the preparation of the LRC weekly newsletter.

Communicate LRC updates through a variety of mediums as directed.

Assist the LRC Manager with other duties as required and deputise in their absence.

Essential/Desirable (E/D) skills/qualities

Strong communication skills with the ability to communicate effectively with staff and KS3/KS4 age students with mixed abilities (E)

Enthusiasm for reading and a genuine interest in books (E)

ICT literate with an ability to work with basic Microsoft packages and learn in house systems (E)

Attention to detail (E)

Experience of working in a school environment or with young peoples (D)

Experience of working in a library setting (D)

Please note: Full training will be provided

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The post is subject to DBS clearance in line with “Safeguarding Children & Safer Recruiting”

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

December 2019