

Holy Family Catholic School & Sixth Form

Job Description: Learning Resources Centre Supervisor

Responsible to: The Associate Headteacher for Literacy via the LRC Manager

NJC Scale points 7-11: (34.5 hours per week, term time only).

Specific hours: Monday-Thursday 8am-4pm; Friday 8am-3.30pm (1 hour for lunch each day)

The primary role of the LRCS is to keep the learning resources centre in good order and to support students with their learning.

Specific Responsibilities

- To manage the LRC effectively, providing a responsive and welcoming service.
- To supervise students who are working in the LRC during break, lunch, before and after school.
- To supervise sixth form students during their study periods.
- To develop learning resources, in collaboration with senior and middle leaders in order to meet the needs and requirements of all courses offered.
- To manage the library management system.
- To maintain effective cataloguing, classification and circulation systems to support service delivery.
- To provide an enquiry service for staff and students.
- To develop reading programmes, alongside the SEND and English departments and in particular be a champion for the Accelerated Reader programme
- To participate in LRC induction programmes across year groups.
- To raise the profile of and celebrate literacy days such as World Book Day and National Poetry Week.
- To enable opportunities for students to enter reading and other literary competitions.
- To maintain displays in the LRC.
- To monitor the use of services and to provide management statistics as required.
- Carry out safeguarding responsibilities by working within the school framework to identify and report signs of harm and abuse.

Additional Duties

- To carry out such duties as directed by the Head Teacher from time to time.

Holy Family Catholic School & Sixth Form

Person Specification – Learning Resource Centre Manager

Responsible to: The Associate Headteacher for Literacy via the LRC Manager

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

The Post-holder will:

- Have excellent English and maths skills and ideally be educated to degree level.
- (Ideally) have experience of working in a large secondary school.
- (Ideally) have experience of working with students who have special educational needs
- (Ideally) have experience of working in a learning environment
- Enjoy working with young people
- Be confident in behaviour management
- Be innovative and be able to use their own initiative
- Be patient
- Have excellent organisational skills
- Have excellent communication skills
- Be able to manage time effectively
- Be able to think creatively to anticipate and solve problems
- Be able to effectively use ICT as required
- Be able to foster good relationships with students colleagues and students
- Be an excellent role model
- Be committed to their own professional development

Personal Circumstances & Safeguarding

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.