

JOB DESCRIPTION



Job title:	LEARNING RESOURCE CENTRE CO-ORDINATOR		
Reports to:	Assistant Headteacher	Grade:	5
1.	MAIN PURPOSE OF JOB <ul style="list-style-type: none"> To work under the direction of the Assistant Headteacher to ensure the Learning Resource Centre (LRC) operates in an efficient manner - ensuring the physical environment, resources, systems & processes support the learning needs of all pupils and students. To interact with LRC users providing support and assistance where needed. To ensure the LRC is welcoming and useful place to which is utilised and promoted within the school. Be outward looking in considering how to further develop the LRC into a vibrant part of the school community. 		
2.	KEY TASKS: <ul style="list-style-type: none"> Supervision of the issue and return of resources. Keeping resources in order on the shelves. Supporting Teaching staff with an LRC Induction Programme. Responding to readers' enquiries (both staff and students). Supporting the running of student lunchtime / homework clubs. Ordering, checking and processing new stock. Repair of stock. Administration of readers' tickets. Administration of reservation and overdue notices. Ordering stock for the LRC shop. Updating files. Responsibility for the security of the LRC at the end of the day. Any other duty as required commensurate with the level of responsibility. 		
3.	SUPERVISION / MANAGEMENT OF PEOPLE No. reporting - Direct: No direct supervision of staff. Indirect:		
4.	CREATIVITY & INNOVATION Assists in the efficient running and promotion of the LRC. Under the direction of a senior colleague,		
5.	CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> Internal Has direct and regular interaction with staff across the school. External Comes into occasional contact with book representatives and other outside agencies. 		
6.	DECISIONS – discretion & consequences		

	<ul style="list-style-type: none"> • Recognises when it is necessary to implement agreed de-escalation strategies to minimise risk of pupils' behaviour becoming disruptive or dangerous and contacting Pastoral staff to support this. • Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress. • Communicates information effectively to teachers, other professionals and parents whenever the need arises.
7.	<p>RESOURCES – financial & equipment <i>(Not budget, and <u>not</u> including desktop equipment.)</i> <u>Description</u></p> <p>In conjunction with the Assistant Headteacher responsible for the ordering of stock</p> <p>Responsible for the proper use and safekeeping of equipment.</p> <p>Not applicable <u>Value</u></p>
8.	<p>WORK ENVIRONMENT Work demands Daily work is mainly routine and subject to deadlines. It may involve some changing demands but not involving any significant change to the programme. Physical demands Work requires normal physical effort, including some lifting and carrying of equipment and stock. Working conditions No unpleasant working conditions. Normal office environment. Work context There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Excellent communication skills • Excellent interpersonal skills • Time management and organisational skills • Literacy and numeracy skills • Previous experience of working with young people • Previous experience within a library / LRC (Desirable) • Team player skills • ICT capability – to produce appropriate resources • In depth knowledge, understanding and skills in relation to their specialist area • Knowledge of normal child development and children's personal development needs • Knowledge of strategies which promote good behaviour and discipline • Keen interest in the education and development of young people.
10.	<p>Position of Job in Organisation Structure</p> <div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; width: fit-content; margin: 0 auto;">Assistant Headteacher</div> <div style="font-size: 2em; color: blue; margin: 10px auto;">↑</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; width: fit-content; margin: 0 auto;">Learning Resource Centre Co-ordinator</div> </div>