



## JOB DESCRIPTION

<b>Job Title:</b>	Learning Resources Coordinator
<b>Grade:</b>	Grade 7
<b>Responsible To:</b>	Assistant Principal for Teaching & Learning: Curriculum
<b>Key Relationships/ Liaison with:</b>	Teachers, classroom support staff, director of learning for English, literacy coordinator and students
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To manage the college library as a resource centre</li><li>• To provide administrative support across a number of areas within the college</li></ul>

### MAIN DUTIES AND RESPONSIBILITIES:

To manage the college library as a resource centre:

1. Encourage and supervise study in the library, throughout non-lesson opening times and assist students to select appropriate resources
2. Provide and promote scheduled after-school sessions for revision and homework for pupils
3. Regularly make curricular leaders and students aware of new facilities, books and resources that would be an asset to teaching and learning and take a pro-active approach to researching new materials
4. Display materials to promote subjects, GCSE revision, whole-school literacy/numeracy or teaching and learning in general
5. Liaise with other schools and library services to share ideas and resources
6. Liaise with local libraries to help them to provide resources for our students
7. To support the director of learning for English and the literacy coordinator in the development of literacy across the college
8. Liaise with the careers officer to develop and maintain an up-to-date careers area that details different jobs, apprenticeships and courses and their requirements. This includes making provision for students to access careers related internet sites and software
9. Develop the role of the pupil librarian and supervise these pupils during non-lesson opening times
10. Ensure that the library is tidy, well stocked, catalogues and in good order at all times
11. Maintain a quiet, welcoming environment, conducive to learning. Ensure sufficient comfortable areas as well as work stations
12. Make effective use of the delegated budget ensuring that sufficient resources are available for all students

### Administration Tasks (to be completed outside of library opening times)

1. To collate and forward arrangements for daily small group intervention lessons to students, members of staff and parents/carers
2. To ensure that communication around small group intervention is effective and to change processes if this is not the case
3. To monitor the school website each month to ensure that it is up-to-date and to inform web managers of required changes
4. To coordinate all work experience opportunities as directed by the careers officer
5. To support the pastoral team in general administration when required to do so
6. To assist with the organisation and administration of internal exams, where required
7. To support the house leaders with administration of the school rewards system
8. To perform any other administrative tasks commensurate with the grade under the reasonable direction of the Principal and/or Assistant Principal for Teaching & Learning: Curriculum

### Generic Responsibilities

1. To carry out duties placed on all employees by Health and Safety legislation
2. To adhere to all school policies agreed by college governors
3. To undertake first aid training and provide cover for general first aid across the college if and when required
4. To attend all statutory college INSET, including safeguarding training
5. To undertake any training necessary to keep abreast of current developments or to expand or develop skills relating to any aspect of the job
6. To assist with exam invigilation as required
7. To perform any task or duty commensurate with the grade under the reasonable direction of the Principal

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a Disclosure and Barring Service check being carried out at an enhanced level regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability**