

JOB DESCRIPTION

POST TITLE:	Learning Resource Centre Assistant
LOCATION/BASED:	Based at Callerton Academy, but may be required to work across the MAT
GRADE:	N4
RESPONSIBLE TO:	Whole School Reading Co-Ordinator
CORE PURPOSE:	To run the school's Learning Resources Centre.

MAIN DUTIES & KEY RESPONSIBILITIES

1. Daily running of the Learning Resource Centre. Tasks include: the issuing and returning of stock, shelving, processing, electronic cataloguing, and maintenance of stock, compiling of overdue notices, typing, and filing.
2. To provide guidance to staff and students in the use of the Learning Resource Centre and to encourage both groups to adhere to its policies.
3. To assist Learning Resource Centre users with searches for books, online materials, and other resources, providing individual reading guidance and supporting the acquisition of study skills.
4. To assist in the selection and ordering of books and other resources.
5. To assist with the procurement of a range of stocks and supplies, as required.
6. To assist with the promotion of the Learning Resource Centre and its stocks/services, including the arrangement of displays/other materials and the updating of online resources.
7. To assist in the development and use of I.T. in the Learning Resource Centre.
8. To supervise pupils during Learning Resource Centre opening hours in accordance with the Academy's Behaviour Policy.
9. To assist Learning Resource Centre users by delivering regular reading groups and library inductions, as and when required by the Academy.
10. To update and maintain the Learning Resource Centre catalogue and other administrative systems, including stock control.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive, and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: Learning Resource Centre Assistant

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Ability to instruct in the use of ICT and information retrieval systems	✓	
Ability to communicate effectively	✓	
Ability to relate well to students and colleagues	✓	
Good organisational and admin skills	✓	
Familiarity with library systems		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Good general education	✓	
EXPERIENCE	ESSENTIAL	DESIRABLE
Working within a library/learning resource centre		✓
Experience of using an electronic library management system		✓
Working within an educational establishment		✓
Experience of working with young people		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Self-motivated	✓	
Ability to work as a member of a team	✓	
Ability to work under pressure and with limited supervision	✓	
Ability to work co-operatively with staff and students in meeting the needs of the post	✓	
Positive approach to personal development	✓	
Good interpersonal and communication skills	✓	
Reliable	✓	
Flexible	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.