

Learning Resource Manager

Job Description

Grade: GR3 - *Subject to Job Evaluation*

1. **Job Purpose**
 - 1.1 To take a strategic role in promoting and developing the Learning Resource Centre as a 'Learning to Learn' and a 'Reading for Pleasure' centre for all students
 - 1.2 To provide an up-to-date learning resource base for all staff
 - 1.3 To support whole school improvement priorities
2. **Key Responsibilities**
 - 2.1 Raise the profile of the Learning Resource Centre
 - 2.1.1 Liaise with departments in order to ensure appropriate resources are available for schemes of work.
 - 2.1.2 Promote and encourage use of all resources by all students
 - 2.1.3 Promote book events (e.g. book week, outside speakers)
 - 2.1.4 Develop and contribute to Learning to Learn programme at every Key Stage
 - 2.1.5 Promote 'Reading for Pleasure'
 - 2.1.6 Work with our feeder Primary Schools (including visits and resource provision) and wider community
 - 2.1.7 Develop out of hours provision in consultation with other extra-curricular providers
 - 2.2 Manage the annual budget
 - 2.2.1 Prepare and submit bids for additional funding as appropriate
 - 2.2.2 Maintain Learning Resource Centre resources and the relevant section of the school website
 - 2.3 Management of resources
 - 2.3.1 Order, catalogue and manage stock using appropriate software (ALICE/ OLIVER)
 - 2.3.2 Manage book protection and replacement
 - 2.3.3 Manage all loans in and out of the library, including books and other resources.
 - 2.3.4 Issue overdue lists and letters
 - 2.3.5 Ensure that all resource equipment are ready to use/ operational
 - 2.4 Pupil supervision:
 - 2.4.1 Direct and supervise the Yr 12/13 students as part of their Community Service
 - 2.4.2 Supervise pupils whilst in the library and study tube
 - 2.4.3 Oversee ICT usage including use of the Internet
 - 2.5 Environment

- 2.5.1 Oversee the planning and development of the library environment in order to meet evolving student and staff needs
 - 2.5.2 Manage ICT facilities
 - 2.5.3 Organise book display areas
 - 2.5.4 Promote and display students' work
 - 2.5.5 Oversee health and safety in the library
 - 2.6 Whole school cross-curricular links and pupil learning
 - 2.6.1 Support departments in the regular re-evaluation of resources relating to their areas and identify gaps
 - 2.6.2 Monitor resource usage and inform departments
 - 2.6.3 Attend appropriate meetings as required to raise awareness of current library usage and to identify future requirements/ needs
 - 2.6.4 Attend staff development group meetings as appropriate to contribute to developments on learning/teaching strategies, monitoring, assessment (in particular to advise on issues of literacy) and information/study skills acquisition
 - 2.7 Regularly re-assessing library stock for suitability to current school needs to include:
 - 2.7.1 Planning and agreeing developments and associated budgets
 - 2.7.2 Keeping abreast of recent additions to publishers' catalogues
 - 2.7.3 Evaluating book stock with regard to readability, interest levels, attractiveness, key stage requirements, special needs and the more able
 - 2.8 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
 - 2.9 To ensure all tasks are carried out with due regard to Health and Safety
 - 2.10 To undertake appropriate professional development including adhering to the principle of performance management.
 - 2.11 To adhere to the ethos of the school
 - 2.11.1 To promote the agreed vision and aims of the school
 - 2.11.2 To set an example of personal integrity and professionalism
 - 2.11.3 Attendance at appropriate staff meetings and parents evenings
 - 2.12 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
3. **Supervision Received**
- 3.1 Supervising Officer's Job Title:
 - 3.2 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up

our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.