**Bishop Chadwick**

**Catholic Education Trust**

**St. Anthony’s**

**Girls’ Catholic Academy**

****

**Job Description:**

**Learning Resource Centre Manager**

Web-site: [www.st-anthonys-academy.com](http://www.st-anthonys-academy.com)

E-mail: enquiries@st-anthonys-academy.com

Twitter:

@St\_Anthonys3 (St. Anthony’s)

@AAASixthForm (St. Anthony’s and St. Aidan’s Catholic Sixth Form)

@BeaconSch (Beacon Teaching Alliance based at St. Anthony’s)

Telephone: 0191 5658904

**Learning Resource Centre Manager**

**Full time**

**Salary:**

Grade 3 Points 7-11 £20,092-£21,748.

**Responsible to:**

Associate Assistant Headteacher (Blended Learning).

The academy is designated by the Secretary of State as an academy with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law and the teachings of the Roman Catholic Church. At all times the school is to serve as a witness to the Catholic Faith.

The appointment is with the trust under the terms of the Catholic Education Service contract as the employers. It is subject to the current conditions of service contained in the School Teacher’s Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the LRC Manager and, when appropriate, will work with the Senior Leadership Team, Head Teacher, governing body, the trustees, diocese and the local authority.

The governing body and trustees acknowledge the importance of the role of the Librarian and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate. The governing body and trustees are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and the person appointed must ensure that the highest priority is given to the following the guidance and regulations to safeguard them.

**Key role and responsibilities**

* To supervise the LRC.
* To develop a LRC calendar of events.
* To develop existing e-learning resources and further enhance and develop the e-learning element of LRC work.
* To liaise with the relevant member of the Leadership Team (Associate Headteacher: Blended Learning) to ensure effective links with the academy Frog Learning Platform eg. communicating with pupils/students, staff and parents via Frog.
* To liase with the Associate Headteachers (KS3 and KS4 Progress) regarding covid-recovery and other “additionality” arrangements for specific students during term time and holiday time.
* To lead summer recovery and transition programmes, within the library/LRC, working with the Summer School co-ordinator and the Blended Learning Associate Assistant Headteacher.
* To support staff and students in the use of the LRC resources in particular explaining the use of the e-library resources and running sessions on these for A level, BTec students etc.
* To assist with research skills and project-based work in the LRC for all ages of pupils/students and liaise with teaching staff to develop this.
* To operate staff and pupil induction sessions.
* To help process and organise materials for loan (cataloguing).
* Day to day administration including assisting with pupil and staff registration as LRC users.
* To assist with displays, promotional events, author visits and competitions.
* To supervise and assist pupils using the LRC, individual students required to be in the library at certain times etc.
* To assist students in developing independent research skills.
* Stock selection, working with Subject Leaders, Literacy Co. etc.
* Providing assistance with computers, printers and photocopying.
* To operate a half-termly Book Club for staff and students and assist with all planned Literacy events working with the Literacy Co-ordinator and SENDCo eg. hosting Reading Club, Accelerated Reader etc.
* Maintenance of the newspaper and periodicals collection: checking in newspapers and periodicals and dealing with subscriptions and missed issues etc.
* To liaise with academic departments over subject specific book stock, book lists and recommendations.
* Help to maintain an appropriate working environment in the LRC.
* To provide tours and information about the library to visitors, parents at Open events.
* To support the City of Sunderland Pupil Librarian Award scheme and support the training and deployment of Pupil Librarians.
* To progress and develop in the role through participation in any training, coaching and support offered in conjunction with the role.
* To attend training sessions as and when required to ensure compliance with Health and Safety, Child Protection, school Policies and procedures or other training programmes, as directed.
* To participate in professional development activities and maintain professional networks.
* To participate in general administration and school organisation, as required ie. during staff absence, emergencies etc.

**General:**

* all staff and leaders in a catholic school are responsible for its mission to the local and wider catholic community and beyond;
* contribute to the overall ethos, aims and work of the trust and the school;
* comply with all trust and/or school policies and procedures;
* leading/managing area of responsibility;
* attending meetings within the trust, school and external events as required;
* preparing policy and review papers linked to role as required and requested;
* maintaining a presence in local and national professional networks and through these and other means ensuring a current overview of sector policies and developments;
* complying with and upholding, in all respects, the trust and school code of practice on equality and diversity;
* accuracy and timeliness of returns to statutory and external agencies, as required;
* accuracy, timeliness and quality of presentation of internal management information;
* achievement of streamlined and cost-effective processes for any relevant financial administration;
* participate in the school performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale;
* recognise own strengths and areas of expertise and use these to advise and support others;
* ensure personal professional development and self-reflection;
* be courteous to colleagues and provide a welcoming environment for visitors and callers;
* comply with any reasonable request from the Headteacher to undertake work of a similar level to that which is not specified in this job description.

The trust and school will offer trust, affirmation, clarity regarding decision making and support for the post-holder in the delivery of their role to:

* ensure that the post-holder is accountable for their role;
* ensure that the post-holder is supported with relevant partnership opportunities and professional development opportunities;
* make reasonable adjustment to the job and working environment to enable access for disabled staff and applicants or continued employment to anyone who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed (MOS)…………………………………………… Date ……………………………….

Signed (Headteacher)…………………………………. Date ……………………………….

May 2021