

JOB DESCRIPTION

POST TITLE	Learning Resource Centre & Communications Assistant
GRADE	4
SPINE POINT	SCP 17-22
LINE MANAGED BY	Resources Manager
RESPONSIBLE FOR	N/A
WORKING WITH	Resources Team & Communications Team, Other Teaching & Support Staff
HOLIDAY AND SICKNESS RELIEF	By & For Other Admin Support Staff
PURPOSE OF JOB	To maintain and develop the Learning Resources Centre as a suitable environment for structured and independent learning for staff and students of the school. To assist with maintaining the school's high quality communication materials.

(August 2018)

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

Specific Duties and Responsibilities

To be responsible for the maintenance and development of the learning resource centre and provide a suitable environment for structured and independent learning for staff and students. Assisting with the production of the school's communications information. This will include, but not be limited to:

Maintain and develop an effective LRC

- To promote a love of reading ethos in and outside of school through LRC links to key events, such as Book Awards and whole-school themes (e.g. Black History Month).
- To aid the Head of School and other members of staff in implementing Library Resource Centre procedures which reflect the educational aims and objectives of the School.
- The selection, acquisition, organization, promotion, maintenance and security of resources to cover the full age and ability range of the School community within the allocated budget.
- The administration of all Learning Resource materials for effective retrieval. This should include systematic indexing, classification and cataloguing of all such resources.
- To ensure the smooth day-to-day of the Learning Resource Centre, including supervision of pupils during private study and recreational reading. Maintaining a safe, quiet and welcoming environment for students to use outside of class times.
- To ensure that all LRC based ICT equipment is well-maintained and is available for use.
- To support the effective use of the LRC by different groups across school through a room-booking system.
- To develop the acquisition of reading material in the LRC that is representative of our diverse school community.
- Ensure guidance and assistance to pupils on:
 - Appropriate strategies for the selection of information sources to undertake assignments both from within the school and the wide community
 - The effective use of specific sources
 - The choice of literature and materials to meet curricular and leisure needs
- Embrace change and appropriate technologies, to be at the forefront of adopting best practice, operating an outstanding facility to the standards required by the academy, key stakeholders and other appropriate regulatory and professional bodies.

LRC Support for the curriculum

- To provide support for the administration of intervention work in the LRC (e.g. revision classes, IDL, Paired Reading)
- Support the English department with the delivery of the Year 7 LRC course.
- To ensure guidance and assistance to Teachers on:
 - Maintaining a high level of material relevant to all courses/subject areas
 - Professional and personal reading

- Background information in all aspects of the curriculum
 - The organization of book-related events, competitions, etc.
- To liaise with external agencies to ensure that maximum use is made of materials and information provided by key support services and outside organizations.

Communications Assistant

- Working with the Trust communications team to maintain the school communications vehicles, proactively seeking updated content, eg website, social media, Weduc, e-bulletins, etc.
- Assist with production of school newsletters and e-news, by helping the Resources Manager in taking photographs of school events and writing supporting text, and writing other articles when required.
- Proof read and create documents using Trust templates, checking for Trust house style.
- Manage basic enrolment and support queries for Milk and Weduc, passing complex queries to other staff as appropriate.

Support for the school

- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role.
- Under the direction of the department, support the supervision of pupils on visits, trips and out of school activities as required, such as Book Awards events. These are generally during the school day.
- Contribute to the overall ethos/work/aims of the school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

Team Responsibilities

All administration and clerical staff at Silverdale are considered part of the overall admin support team and may be required to provide appropriate level of assistance to colleagues in other areas from time to time.