



## **BEVERLEY GRAMMAR SCHOOL LEARNING RESOURCE CENTRE**

**Job Title:** Learning Resource Centre Co-ordinator

**Location:** Beverley Grammar School, Queensgate, Beverley

**Grade:** 14

**Hours:** 20 hours per week, across 4 days, term time only

### **PURPOSE AND SCOPE:**

Working alongside the Learning Resource Centre Manager, principle responsibilities include:

- Facilitate the running of the Learning Resource Centre
- Supervise and assist users of the LRC
- Maintenance of Oliver; library management programme

### **MAIN DUTIES AND RESPONSIBILITIES**

- To facilitate the running of the Learning Resource Centre;
- To promote use of the Learning Resource Centre to aid independent learning;
- To provide wide range of learning and research tools for students and staff;
- To provide assistance to users of Learning Resource Centre;
- To supervise use of the Learning Resource Centre's facilities and resources, including Internet access;
- To promote and encourage literacy and support reader development;
- To identify, acquire, catalogue and classify resources of all genre as appropriate to the needs of the Academy;
- Maintenance of Oliver ( computerised library management programme);
- To facilitate the use of Accelerated Reader
- To assist in management of Academy archives

## **General Duties**

- to participate in the appraisal and professional development policy
- to carry out duties with due regard to the school's policies on equal opportunities, health and safety, and quality assurance.
- to perform other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility
- minor decision making to ensure the provision of a high quality Learning Resource Centre

Post holder may be required to work in more than one area of the school. If this involves using unfamiliar equipment, techniques or procedures, appropriate training will be given.

*This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.*



**BEVERLEY GRAMMAR SCHOOL**  
**Learning Resource Centre Co-ordinator**

**PERSON SPECIFICATION**

<b>Experience</b>	Experience of working in a support capacity in a school with students of relevant age or in an appropriate learning environment.	Essential	App form
<b>Qualifications and Training</b>	Good Literacy and Numeracy skills to NVQ2 IT literate – to be able to assist users Working towards a Librarianship qualification	Essential  Essential Desirable	App form
<b>Knowledge and Skills</b>	Ability to encourage pupils to learn using available resources; Good communication skills with people at all levels; Ability to gain respect of students through manner of confidence and authority; Able to organise own workload in the context of varied tasks; Effective time management and organisation skills.	Essential  Essential  Essential  Essential	ALL: App form & interview
<b>Personal Qualities</b>	Able to work calmly under pressure; Ability to self-manage, and be effective team member Ability to critically evaluate own performance and make any necessary changes to be more effective	Essential Essential  Essential	ALL: App form & interview