

JOB DESCRIPTION

Position	Learning Resources Centre (LRC) Manager	Location	The Beacon School
Accountable to			
<ul style="list-style-type: none"> • Assistant Headteacher 			
Core purpose			
<ul style="list-style-type: none"> • To manage and maintain the LRC, ensuring that it supports and enhances the broad curriculum of the school and the learning of the students. 			
KEY ACCOUNTABILITIES AND SPECIFIC TASKS			
<ul style="list-style-type: none"> • To be responsible for the effective and efficient operation of the LRC by: <ul style="list-style-type: none"> ➤ developing systems for allocating resources across subject areas ➤ careful selection of materials ➤ managing the LRC capitation ➤ good organisation and maintenance of resources, ensuring that appropriate materials are available for all ability, gender and ethnic groups ➤ being responsible for the effective use of ICT facilities within the LRC • To create a learning ethos in a supportive environment • To induct students into “how the LRC can support their progress and attainment”, as well as support their research activities • To actively promote the LRC to staff, students and parents • To display topical news items, to inform and promote debate. • To support the wider delivery of Personal, Social, Health, Citizenship & Education (PSHCE) • To lead reading initiatives across the school • To lead library lessons for Year 7 and Year 8 students • To liaise with Subject Leaders and other staff in order to supporting their teaching and the curriculum • Ensure the computers in the library are in working order and report any problems to the IT dept. • To carry out other duties commensurate with the post as required by the Leadership Group. 			
Safeguarding			
<ul style="list-style-type: none"> • GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an Enhanced DBS disclosure • We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. 			