

Job Description

Directorate: Children's Services

School: Walbottle Campus

Post Title Learning Resource Centre Librarian (A2950)

Evaluation 430 Points **Grade:** N5

Responsible to Student Manager [LRC/IT]

Responsible for

Job Purpose To ensure the effective running of the learning resource centre

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To be aware of the aims and objectives of the school including new developments and ensure they are integrated with the learning resource centre [LRC].
2. To develop the use of modern technology in the LRC in consultation with the Student Manager [LRC] in accordance with the school's programme.
3. To disseminate information about the LRC's facilities and resources to students and staff. Liaise with subject co-ordinators and heads of department on all issues relating to the LRC.
4. To search bibliographies and publishers' catalogues to locate and be informed about new publications.
5. To assist students to use the LRC and help individual students in their search for information, books etc
6. To ensure the appropriate organisation, layout and presentation of the LRC and its resources. To produce attractive displays and exhibitions which will encourage students to use the facilities.
7. To operate systems for recording book hire etc from the LRC, and other systems for classifying, cataloguing and indexing of LRC material. Ensure the return of overdue books and material, as required.
8. To prepare LRC induction programmes and work sheets.
9. To supervise students in the use of IT facilities for information searching.

10. To manage the library's budget, in conjunction with the Student Manager [LRC]. Purchase books and materials, as appropriate
11. To organise, manage and promote the development of the LRC as an integral part of the school's curriculum, within parameters and guidelines laid down by the Head Teacher.
12. To provide individual students with reading guidance.
13. To assist with promotional activities such as author visits, readings, story-telling and talks to parents and other school activities connected with the LRC under the direction of the deputy head teacher.
14. Supervise staff, volunteers or students working in the LRC to provide support/cover.
15. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
16. To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.

November 2010