job

description

Learning Resources Assistant

# ata black shieldHOURS: 36.5 hours per week for 42 weeks per year

**SALARY:** Circa £25,000 starting salary inclusive of holiday pay (subject to review)

**LINE MANAGEMENT:**

Through the Learning Resource Centre (LRC) Manager to the Vice-Principal

**MAIN RESPONSIBILITIES:**

* Running the issue desk, using our Library Management System and undertaking tasks such as enquiries, issues, reservations and statistics.
* Supervising and supporting students using the LRCs in maintaining a positive learning experience.
* Enabling access to and supervising Year 11 and Sixth form students using the LRC facilities over the Easter holiday period pre year-end exams.
* Assisting students in using IT, finding and using resources and promoting independent learning.
* Maintaining the stock in good order and repair, processing new stock and stocktaking.
* To develop the visual environment of the LRCs: maintain displays and promote tidiness.
* Managing and training student library monitors in the day to day running of the facilities.
* Management of the newspaper, magazine, DVD and CD stock across the Academy.
* Assisting relevant teaching staff with the Academy paired reading scheme.
* Liaising with curriculum managers on the management of subject inspection copies and keeping paperwork files.
* Undertake relevant internal and external training as arranged by the LRC Manager.
* Other administrative duties as reasonably directed by the LRC Manager.
* Take a proactive approach to self-development.
* Share the in Academy’s commitment to safeguard and promote student wellbeing and its ensurance of safer recruitment practices.