

# LINDEN LODGE SCHOOL

## Job Description



### STATUS

**Job Title:** Learning Resource Centre (LRC) Advisor

**Accountable to:** LRC Manager

**Grade:** Scale 3, point 5-6

### CONTEXT

Responsible, under the guidance of the Learning Resources Manager, to produce materials in a wide range of formats to enable access to learning for all pupils. Assist with the effective running of the Learning Resource Centre as a specialist hub by creating and maintaining a purposeful, organised and supportive environment. Help develop and maintain the best possible resources for children and young people with sensory impairment.

### Administrative Tasks

- Create and maintain display materials and signage around the school site.
- Conduct regular stock-checks of consumable items and report to the LRC Manager as budget holder.
- Stay updated about new products within the field of vision and hearing impairment and advise LRC Manager regarding those which may be useful within the department.
- Assist with the monitoring (issuing and returning) of LRC resources.
- Upload pupils' termly targets to Earwig and MAPP spreadsheets accurately and within allocated timeframes; liaising with senior leadership as required.

### Resource Production

- Production of resources as requested via the LRC inbox which includes (but is not limited to) printing, laminating and binding.
- Prepare resources in a variety of accessible formats including large print and uncontracted braille, and picture communication symbols.
- Assist with the creation of tactile diagrams.
- Use Fusion 360, Tinkercad and Ultimaker Cura to create 3D models, promote this service across the school and maintain a library of 3D assets.
- Assist with the production of yearbooks and leavers books, checking that the appropriate photo consents have been received.

<ul style="list-style-type: none"> <li>Update and maintain the school's Object of Reference and Name Objects collections.</li> <li>Prepare certificates as requested and support with the collection of nominations for termly Co-Headteacher Award and Pupil of the Year.</li> <li>Liaise with Head of Post-16 and other members of leadership team to create materials for graduation as required.</li> </ul>	
<b>Other Duties</b> <ul style="list-style-type: none"> <li>Provide an excellent level of customer service to staff members visiting the LRC, distributing consumable items and signposting the curriculum resources available, both internally and from external agencies.</li> <li>Work collaboratively as part of the Learning Resources Team to advise school teams regarding resource modification.</li> <li>Attend school events and take photographs to support the production of annual yearbooks and leavers books.</li> </ul>	
<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role.</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.</p>
<i>Leadership</i>	To work under overall supervision of the Co-Headteachers.
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required.
<i>Service and Self Review</i>	Participate in the School's Self Review of performance.
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times.
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School.
<b>REVIEW</b> <p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	