



JOB DESCRIPTION LEARNING RESOURCES ASSISTANT (PART-TIME)

Management

The Learning Resources Assistant (LRA) is responsible for the day-to-day running of both Learning Resource Centres as directed by the LRC Manager. This includes desk and administrative tasks relating to both LRCs in accordance with current service specifications.

Curriculum Support

To assist in provision of advice and guidance on the availability, acquisition, organisation and use of learning resources with particular regard to Key Stage 4 and Post 16.

The LRA will assist in the provision of materials in both LRCs in active support of the Curriculum and its development, which complies with:

- a) National requirements
- b) The published aims and objectives of Ashcroft Technology Academy, having particular regard to objectives as an academy
- c) The Academy's overall policies, methodologies and systems as defined by the Academy Safeguarding Policy and Academy Staff Handbook

Responsibilities to students and staff

To supervise students, dealing proactively with any student not following the rules of the LRC, maintaining an area conducive to study and a suitable learning environment for class and independent use.

To support and assist in the provision of a wide range of information and leisure materials in support of the whole Academy curriculum.

To provide students and staff with information on the location, nature and availability of learning resource materials across the Academy.

To provide guidance to students and staff on the selection and use of materials to meet individual needs.