



# ADEYFIELD SCHOOL

## LEARNING WITHOUT LIMITS ...

### JOB DESCRIPTION

**Title:** LRC Manager  
**Salary:** H5  
**Hours:** 37 hours a week (Term Time only)

#### **LRC Job Purpose**

The LRC is at the heart of learning and enrichment for our school. The LRC Manager will play a crucial role supporting the schools' strategic themes in improving life chances for every student years 7 – 13. The LRC needs to be the beating heart of our school using resources and learning space effectively to encourage a love of reading not only to broaden horizons but also to improve reading ages for all students.

We want the LRC to be a hive of activity with staff and students encouraged to run and lead appropriate clubs as well as using Mondays – Thursdays after school to support Home Learning.

There are no line management responsibilities with this role as yet but there may well be scope for development as our school grows and develops.

#### **LRC Manager - Key Tasks**

1. Managing and developing collection of books, journals and websites.
2. Ensuring the LRC is maintained to a high standard with topical noticeboards to reflect student achievement and inspire a love of reading.
3. Keep abreast of teenage culture and use the library effectively to reflect topical issues, trends and genres.
4. Managing budgets and purchasing resources.
5. Contributing to academic course development and liaising with academic departments.
6. Assisting students with literature searches using databases, printed resources and the internet.
7. Keeping up to date with relevant debates in the LRC sector.
8. Liaising with Information Technology manager to ensure the library is using up to date and most effective technology available.
9. Participation in professional groups or networks.
10. Develop whole school reading and literacy events across the school in co-ordination with relevant staff – for example Book Week, author's visits, liaison with primary schools.
11. Work with Head of English to implement and track progress of Accelerated Reader with targeted students across the school.
12. Work with DSEN team to support Home Learning in after school club from 3pm-3.45pm ensuring students are supported and focused.
13. Ensure the LRC is accessible to all cohorts and that a vibrant and motivational environment is in place to encourage reluctant and vulnerable learners to get involved.

14. Set up a variety of lunchtime clubs utilising student, staff skills and interests, for example, poetry reading, creative story writing, reading club, comedy club etc.
15. Work with relevant staff to ensure Book Week is a whole school event including author visits, competitions, links to the newsletter and whole school involvement.
16. Ensure stock is checked, relevant and kept in good condition.

### **Qualifications/Skills**

- It is essential to have GCSE English minimum grade c.
- Energy, enthusiasm and humour.
- Creativity, flexibility and resilience.
- A genuine regard for young people.
- A commitment to ensuring the LRC is a vibrant, thriving and interactive area of the school.
- A love of reading.
- Good understanding of Windows 7, XP and Office 2010.
- Working knowledge of LRC Databases and the Dewey Decimal System (training for the right candidate can be provided).

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the appraisal process. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*