

# FURNESS ACADEMY

## JOB DESCRIPTION/ PERSON SPECIFICATION

<b>Position</b>	<b>Learning Resource Centre Assistant</b>
<b>Responsible to</b>	
<b>Responsible for</b>	<b>N/A</b>

<b>Job Description</b>	
<b>Core Purpose</b>	<ul style="list-style-type: none"> <li>▪ To manage, develop and promote the library within the Academy to ensure that an effective resource and information service is provided to all students and staff.</li> </ul>
<b>Key Areas of Responsibilities and Accountability include:</b>	
<b>Core Duties:</b>	
<ol style="list-style-type: none"> <li>1. Draw up and implement an operating policy for the library, which reflects the educational aims and objectives of the Academy, and monitor the effectiveness of this policy on a regular basis.</li> <li>2. Plan and oversee the organisation and management of the library identifying any new resources that might support effective learning in the library.</li> <li>3. Compile an annual report to the SLT and Local Governing Body on the library's stock and developmental needs in relation to the library's integral role in supporting the Academy curriculum.</li> <li>4. Contribute to curriculum delivery through working with teaching staff to provide study skills support packages for students both hard copy and online tools.</li> <li>5. Selection, acquisition, organisation, promotion and maintenance of book and non-book resources to cover the full age and ability range of the Academy community, and to ensure an equality of opportunity for all students and staff.</li> <li>6. Arrangement of materials for effective retrieval including the systematic indexing, classification and cataloguing of all library resources. The dissemination of information relating to those resources to staff and students as appropriate.</li> <li>7. To ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.</li> </ol>	

8. Participation with the teaching staff in the planning and development of the school's information skills and language programmes and active involvement in the delivery thereof.

9. Guidance and assistance to students on:

- appropriate strategies for the selection of information sources to undertake assignments both from within the school and the wider community.
- the effective use of specific sources e.g. reference material, online resources
- the choice of literature and materials to meet curricular and leisure needs
- the compilation of book lists and other promotional material where appropriate

Teachers on:

- maintaining a high level of resource awareness relating to relevant course/subject areas
- professional reading

10. Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations e.g. Museums Service, etc.

11. Responsibility for personal professional development making full use of advisory services and maintaining a high level of current awareness regarding children's literature and developments in education and librarianship, including attendance at book selection meetings and courses as appropriate.

12. To monitor stock usage within the information centre/resource area and make necessary orders in accordance with the appropriate procedures and to maintain appropriate records and provide statistics in accordance with current requirements.

13. To initiate and develop publicity events within the Academy by designing, developing and promoting displays, exhibitions, promotional activities, local networking and community based activities to foster a love of books and reading in all service users.

14. To operate the Library in a secure, safe and tidy manner ensuring that material is maintained in an orderly state for easy retrieval and that the fabric and furniture of the area is maintained.

**Whole School Responsibilities:**

1. Be a positive influence on the climate and culture of the Academy and lead by example at all times
2. Model good business practice across the Academy

**Other:**

1. Attend staff meetings as required.
2. To participate in a personal staff development/appraisal process in accordance with Academy policy

3. Carry out any other reasonable responsibilities, as directed by the Headteacher, compatible with the role and grade of the post.

**Person Specification**

**Qualifications and Professional Development**

**Essential**

- Educated to A Level or equivalent
- Strong track record of continuous professional development

**Desirable**

- Degree in librarianship or information management that is accredited by CILIP  
OR a degree in any subject followed by an accredited postgraduate qualification in information management  
OR work-based training and CILIP qualification
- Degree
- Chartered Librarian status

**Knowledge, Skills and Competences**

**Essential:**

- Strong ICT skills including specialist software packages
- Good, written and verbal communication skills
- Ability to prioritise and manage workload.
- Ability to work in an organised and methodical way and have sound organisational and coordination skills.
- Strong analytical skills

**Desirable:**

- High level research and report writing skills

**Experience**

**Essential**

- Previous experience of working in a similar role in an educational establishment
- Proven track record in good interpersonal skills and running an effective team.

**Desirable:**

- Line management/ supervisory experience