

## Job Description: Learning Centre Manager

<b>Hours:</b>	<b>8.15– 3.45</b>
<b>Contract</b>	<b>39 Weeks (Term Time plus Non Pupil days)</b>
<b>Salary Scale:</b>	Band 3
Line Manager	Deputy Headteacher

**Aim:** To oversee the daily organisation and management of the Learning Centre and reading across all areas of the school.

To support Independent Advice and Guidance (IAG) in regards to Careers for Students working with the Leader (Head of Vocational Education)

### Key Tasks:

1. Strategic Leadership
  - a. Work with Line Manager to develop and implement a School Library Development Plan which supports the school in meeting the targets set in the school Development Plan.
  - b. Help to create an ethos and climate which enables pupils to develop and maintain positive attitudes towards their work within the Learning Centre.
  - c. Implement the Learning Centre Policy with particular reference to student behaviour, whole class and individual use within the context of independent learning
  - d. Implement whole school policies and practices which reflect the school's commitment to high achievement, effective teaching and learning, in particular, by contributing to the Learning Centre Development Plan.
  
2. Support Learning and Teaching
  - a. Liaise with all Learning Areas in the school and with the wider learning community to ensure appropriate access to learning resources.
  - b. Help to advise pupils and staff on resources to assist learning and extend patterns of teaching.
  - c. Promote reading within the school – elevate profile, increase awareness and foster a love for reading. This will include building on the good reading habits children develop at Primary School, monitoring reading levels, monitoring book withdrawals and supporting the reading programme that operates during tutor time.
  - d. Support independent learning in the school by supervising Study Zone in the Learning Centre.
  
3. Support Careers:
  - a. Organisation and delivery of One to One Careers Interviews
  - b. Collection and collation of intended destinations information
  - c. Keeping the careers area in the Learning Centre up to date and current with events/prospectus's.
  - d. Inform parents of upcoming events via email e.g. open evenings.

4. Working with Staff and Students
  - a. Work with the Leader of English in implementing strategies for reader development.
  - b. Work with Leaders of Learning Areas to adequately resource Learning Centre for independent Learning (including Study Zone) and Schemes of Work.
  - c. Establish, train and manage teams of student helpers to assist in day to day tasks.
  - d. Centrally plan, organise and run reading events that fit into the whole school calendar.
  
5. Deployment of Staff and Resources
  - a. Manage the school library, staffing and electronic and hard copy resources.
  - b. Manage the security and library systems within the library.
  - c. Manage the school's stationery shop.
  - d. Liaise with outside providers of book and electronic resources including the Schools' Libraries Service.
  - e. Develop opportunities to extend the profile and access to reading within the school including book clubs, book fairs and guest readers.
  
6. General Duties
  - a. Undertake other appropriate work as required related to the Learning Centre
  - b. Participate as a full member of staff at the school, supporting initiatives and policies across the whole organisation.
  - c. Maintain a professional working relationship with all members of staff.