

# Holy Family Catholic School & Sixth Form

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**Job Description:** Learning Resources Centre Supervisor

**Responsible to:** The Associate Headteacher for Literacy via the LRC Manager

**NJC Scale points 7-11:** (34.5 hours per week, term time only).

**Specific hours:** Monday-Thursday 8am-4pm; Friday 8am-3.30pm (1 hour for lunch each day)

The primary role of the LRCS is to keep the learning resources centre in good order and to support students with their learning.

## **Specific Responsibilities**

- To manage the LRC effectively, providing a responsive and welcoming service.
- To supervise students who are working in the LRC during break, lunch, before and after school.
- To supervise sixth form students during their study periods.
- To develop learning resources, in collaboration with senior and middle leaders in order to meet the needs and requirements of all courses offered.
- To manage the library management system.
- To maintain effective cataloguing, classification and circulation systems to support service delivery.
- To provide an enquiry service for staff and students.
- To develop reading programmes, alongside the SEND and English departments and in particular be a champion for the Accelerated Reader programme
- To participate in LRC induction programmes across year groups.
- To raise the profile of and celebrate literacy days such as World Book Day and National Poetry Week.
- To enable opportunities for students to enter reading and other literary competitions.
- To maintain displays in the LRC.
- To monitor the use of services and to provide management statistics as required.

## **Additional Duties**

- To carry out such duties as directed by the Head Teacher from time to time.

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## **Person Specification – Learning Resource Centre Manager**

**Responsible to:** The Associate Headteacher for Literacy via the LRC Manager

**The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.**

### **The Post-holder will:**

- Have excellent English and maths skills and ideally be educated to degree level.
- (Ideally) have experience of working in a large secondary school.
- (Ideally) have experience of working with students who have special educational needs
- (Ideally) have experience of working in a learning environment
- Enjoy working with young people
- Be confident in behaviour management
- Be innovative and be able to use their own initiative
- Be patient
- Have excellent organisational skills
- Have excellent communication skills
- Be able to manage time effectively
- Be able to think creatively to anticipate and solve problems
- Be able to effectively use ICT as required
- Be able to foster good relationships with students colleagues and students
- Be an excellent role model
- Be committed to their own professional development
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### **Personal Circumstances & Safeguarding**

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.