

Job Description for the Post of: **Learning Resources Base (LRB) Supervisor**

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

The Head, through the Media Manager.

Main Purpose of job

To be responsible for the day-to-day supervision and effective operation of the school's Learning Resource Base (LRB). The role ensures the LRB provides a welcoming, well-organised and supportive environment that promotes students' reading, learning and research skills. The Supervisor manages and maintains library resources, supports students and staff in locating and using materials effectively, and encourages a culture of reading and independent study. The role also includes support for the coordination and use of school media resources as required.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To supervise, support & advise students in the LRB on a daily basis and be a point of contact for them.
3. To provide comprehensive learning resource services for students & staff.
4. To order, catalogue, classify and process books, periodicals and other learning resources, implementing new systems and procedures as required.
5. To devise programmes to promote literacy across the school.
6. To set up and run regular literacy or LRB-related extra-curricular activities.
7. To be responsible for the organisation of reference and information services, including procedures for dealing with enquiries, maintenance of catalogues and files, and the preparation of project files and systems to ensure all library users are aware of different information sources.

8. To promote the library services within school via book lists, www links, the Trinity website, exhibition displays and sending out information to students and staff.
9. To update and maintain www links and library stock using appropriate stock control methods and assist with stock taking in the LRB, which takes place in holiday times.
10. To work with the Media Manager and Finance Team to manage the library budget.
11. To organise and implement library induction programmes for staff, students and trainee teachers to encourage proper use of library resources.
12. To liaise with other staff and attend departmental meetings to promote the use of library learning resources within departmental development plans.
13. To establish and maintain links with subject staff to improve the input of library provision in relation to course and project work, completing book lists, www links and bibliographies in consultation with staff for use by all sectors of the school.
14. To have responsibility for developing and using the library computer management system.
15. To compile relevant statistics/reports concerning the library service for school committees or the Head.
16. To work closely with the English Department and Business & Computing Department in:
 - a. optimising the use of ICT services within the Base;
 - b. the day-to-day organisation of resources;
 - c. the general tidiness of the base and community area;
 - d. the care and maintenance of the furniture and computer resources.
17. To develop training courses for student librarians:
 - a. setting up a training programme;
 - b. organising the tasks and monitoring;
 - c. awarding librarian certificates.
18. To assist in the day to day management of the school website to include ensuring that school information is kept up to date.
19. To support students in the use of school applications, such as SharePoint, MyED, Satchel1, Moodle.
20. To assist with other relevant applications and systems including gallery, media server and digital signage.
21. To support the Media Manager in the creation of multimedia resources.
22. To assist with updating and monitoring the school's social media accounts, including Facebook and Instagram, as well as other online presences such as Google Business, Wikipedia, etc.
23. To take staff ID photos of new starters and liaise with the Reception Team for staff ID badges, also creating email signatures for all new starters and updating the Staff ID page.
24. To take responsibility for the staff photocopier, currently based outside the LRB.
25. To undertake training and share knowledge with others where necessary.
26. To undertake other duties as required in line with the grade and responsibilities of the post.