



Ashlyns School: Role Description Support Staff

Title of Post	LRC (Learning Resource Centre) Assistant
Grade	H3 plus fringe allowance
Reporting to	LRC Manager
Date	Required as soon as possible
Time/Hours (and Full Time Equivalent FTE)	25-37 hours a week term time only. A job share will be considered. The spread of hours can be discussed at interview

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed as required.

The Ashlyns School Learning Resource Centre (LRC) is a thriving learning space which houses a wide selection of resources and is used by both staff and students. Its ethos is centred on inspiring a love for reading throughout the school. The LRC is a popular area for students where a host of extra-curricular activities and events take place, including author visits and clubs, and is a safe haven at break and lunch times.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher or other senior colleague or governor.

Duties Specific to the Post Holder

- Maintain the LRC, creating an information-rich learning environment, ensuring its effective use by classes, groups and individuals
- Organise efficient procedures and systems to deliver LRC services
- Manage the acquisition and addition of new stock to the library catalogue
- Assist students to seek and present information
- Support students to identify, locate and access a range of resources including promoting digital literacy, research and revision skills

- Manage and promote a wide range of resources in a variety of formats, traditional and electronic Promote the development of reading and literacy skills for information and recreation
- Manage a study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces
- Become familiar with departmental schemes of work, for example the timings of project work, so that the LRC's resources can be coordinated to support student learning
- Manage chromebook resources to support the needs of the school
- Work with the LRC Manager to ensure the LRC supports all aspects of every student's development through understanding the Every Child Matters outcomes, supporting the PSCH programme, providing images for self-esteem and developing social skills through participation in LRC based activities
- Coordinate displays, special events (e.g. author visits, competitions, after school literary themed events, lunch clubs, careers events) and activities to support learning
- To carry out other duties as required; commensurate with the grade of the post

Knowledge, Skills and Personal Attributes

- Have the ability to manage and disseminate information in a range of different media
- Knowledge and interest in contemporary children's literature
- Be well organised and meticulous in record keeping, filing and planning
- An ability to use relevant technology to an appropriate level, for example, computers and related software, photocopiers etc
- Have good numeracy and literacy skills, with a focus on good grammar, spelling and attention to detail
- Ability to relate well to students and adults
- Present a courteous and friendly manner to all visitors to the school and Library, having due regard to "customer service best practice" attributes.
- Exhibit high moral standards in dealing with confidential and sensitive situations
- Be committed to safeguard and promote the welfare of children and young people
- Be willing to undertake further training, if required

Person Specification

	Essential	Desirable
Qualifications (at least one of the following)		
1. Grade C or above in GCSE Maths and English	X	
Experience		
2. Experience of running effective administrative and clerical systems		X
3. Experience of working with young people		X
Knowledge and Understanding		
4. Needs of young people	X	
5. Child development and the ways in which children learn		X
6. Understanding of relevant policies/codes of practice		X
7. Commitment to safeguard and promote the welfare of young people	X	
8. Equal opportunities	X	
9. Training in the relevant learning strategies e.g. literacy		X
Skills		
10. The ability to manage and disseminate information in a range of different media		X

11. Good numeracy/literacy skills	X	
12. Effective use of ICT to support learning	X	
13. Ability to relate well to young people and adults	X	
14. Work constructively as part of a team	X	
15. Good organisational skills	X	
16. Advanced research skills		X
17. Liaise and communicate effectively with others	X	
18. Supervise young people under clearly defined behaviour management policies	X	
19. Creative abilities e.g. produce displays	X	
Disposition		
20. Energy	X	
21. Enthusiasm	X	
22. Team Player	X	
23. Self Motivated	X	
24. Interest in literature	X	