

Job Description

Post Title: Head of Learning Resources

Establishment: Outwood Academy Danum

Grade: Grade 7 37 hours TTO plus 1 week

Reporting to: Assistant Principal

Key Function:

To raise the profile of reading across the academy and support the management of the academy's reading programmes and initiatives. Manage the effective running of the Learning Resource Centre, ensuring it is an attractive, effective and accessible resource for use by pupils, staff and community programmes.

Overall purpose of the post:

- To ensure that the library is at the heart of academy life and to play a central role in developing a culture of reading within the academy and local community.
- Implement, monitor and collate reports for reading intervention programmes.
- To manage independent learning groups, giving guidance and advice to students and staff in order to provide an inspirational learning resource.
- To take overall responsibility for the management of the academy's Learning Resource Centre, including internal fitting and stocking and ensuring the purchase, cataloguing, tagging and organisation of all resources appropriate to the learning needs of the students and staff.

Duties and Responsibilities:

- To raise the profile reading and research in its widest forms and the enjoyment of reading, in the library itself as well as the wider academy
- Assist the Principal to formulate Library and Information Policy and to review the Policy regularly to ensure it continues to reflect the aims and objectives of the academy.
- Contribute to the Academy Improvement Plan, particularly in relation to the development of ICT strategy and information literacy by preparing and leading the implementation of a Academy Library and Information Plan.
- To support the academy in raising the standards of reading through the management, supervision and promotion of its reading programmes and events
- To promote and reward pupils' success in developing their reading across the academy
- To assist in the process of helping pupils develop research skills.
- To create and implement the academy Library policies, in order to support the academy in meeting its targets
- To provide regular reports on the needs and performance of the library and its usage and maintain a record in order to monitor its effectiveness
- To supervise pupils reading and working in the library and to maintain high quality and stimulating working conditions for them.
- To make the library attractive and accessible to all pupils and staff by ensuring its tidiness, good organisation and by the provision of guides, displays and publicity materials.

- To promote the importance of reading in the life of the academy and its community by participation in special cultural, reading and other social and curricular events.
 - To promote the importance of reading by supporting academy activities, where appropriate, for example in staff and curriculum development activities, assemblies and induction events.
 - To run an after-school enrichment activity every week and lunch time activities to help develop a life-long love of reading amongst the students.
 - To ensure that optimum use is made of ICT within the library to support reading and other areas of pupils' learning.
 - To provide information and reading packs suitable for use by pupils and staff
 - To select, acquire and maintain book resources for the library and the academy's reading programmes.
 - To organise, catalogue and classify books and other resources to ensure ease of use by pupils and staff and to support the academy's reading programmes.
 - To liaise with external agencies and suppliers where appropriate.
 - To develop links, events and programmes for our wider community to encourage, support and promote the importance of reading in both the home and wider life.
 - To contribute to curriculum development through participation in curricular forums, where appropriate.
 - To organise and facilitate relevant training for staff, students and community on library usage
 - To assist in the effective management of the library budget and in the preparation of budgetary reports and bids of funding.
 - To work alongside the Curriculum Leader for English and Assistant Principals for Deep Support and Experience to implement and evaluate the academy's Reading Policy
 - To assist in the compilation of reports about the library and reading programmes and their effectiveness, for the Principal and the Local Academy Council.
 - To support and promote all academy policies.
 - To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
 - To take reasonable care of your own health and safety and co-operate with management, so far as is necessary to enable compliance with the academy's Health & Safety rules and legislative requirements.
 - Act as Fire Marshall and First Aider as directed by the Principal.
 - Assisting as appropriate with the introduction and operation of suitable development and performance targets in accordance with the objectives of achieving best value.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
 - Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
 - To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
 - Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
 - Actively develop management skills
 - Contribute to overall ethos/work/aims of the academy.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes of legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

Internal: Students, staff, Local Academy Council, parents and any other visitors to the academy.