

Secondary School Learning Resource Centre (Library) Manager

Reporting to: Senior Leadership Team Member responsible for Literacy

Direct Reports: Library Assistant

Contract: Term Time / 0.8 Part time

Salary: Haringey Salary Scale PO1 pro rata

Job Purpose:

The Secondary School Learning Resource Centre Manager will oversee the day-to-day management and strategic development of the school Learning Resource Centre (Library). The successful candidate will provide a stimulating, yet calm, learning environment that encourages independent learning and fosters consideration, cooperation, contribution, and courtesy across the student body.

The postholder will ensure that the centre is a welcoming space where students can access diverse resources to support their academic development and achieve their full potential. A key focus will be to raise reading engagement, especially among reluctant readers, and to lead the successful implementation of the Accelerated Reader programme (or other reading intervention programmes). Additionally, the role will involve delivering small group reading and writing interventions, leading extracurricular library-based clubs, and raising awareness of the Learning Resource Centre's role within the wider school community.

Key Responsibilities:

Learning Resource Centre Management:

- **Promote a culture of consideration** by ensuring that the Learning Resource Centre is a calm and respectful space for all students, where appropriate behaviour aligns with our core values of consideration, cooperation, contribution, and courtesy.
- **Develop and maintain a welcoming and accessible environment** that supports the academic success and personal growth of all students while encouraging a love for reading, thereby fostering a **spirit of cooperation** within the school community.
- **Curate a diverse and engaging collection of resources** that meet the varied academic and personal interests of the student body, ensuring that these resources contribute to students' intellectual development and personal enrichment.
- **Collaborate with staff and students** to make the Learning Resource Centre a vibrant and valuable resource, where every individual's input is valued, reflecting the **principle of contribution**.
- **Manage the Learning Resource Centre budget effectively** to ensure the resources support the school's educational goals and reflect careful stewardship, underpinned by consideration for both financial and environmental sustainability.
- **Supervise and train student librarians and volunteers** to ensure they are empowered and confident in contributing to the daily running of the Learning Resource Centre, fostering a **spirit of cooperation**.
- **Ensure students demonstrate behaviour in line with the 4Cs**, showing respect for the Learning Resource Centre space, and that all interactions are conducted with **courtesy** and **consideration** for others.
- Ensure the **efficient operation of the school Learning Resource Centre**, including cataloguing, loaning, and stock maintenance.

Reading Engagement:

- **Lead initiatives to raise reading engagement**, particularly among reluctant readers, by offering a range of resources and activities that inspire students to explore different genres and reading materials.
- **Organise inclusive reading challenges, book clubs, and author visits** that contribute to creating a reading culture within the school, encouraging **cooperation** and engagement across different year groups and abilities.

- **Work closely with subject teachers** to ensure Learning Resource Centre resources are integrated into classroom activities, promoting a collaborative approach to learning across subjects.
- **Regularly monitor and assess reading progress**, providing targeted support and encouragement to students who need extra help, ensuring that interventions reflect our school values of **consideration** and **courtesy** in fostering an environment of care and support.

Accelerated Reader Programme:

- **Lead the implementation and management of the Accelerated Reader programme**, ensuring its effective use to improve reading outcomes, while maintaining an atmosphere of respect for individual students' progress and learning needs.
- **Collaborate with teachers and stakeholders** to integrate Accelerated Reader into classroom practice and homework routines, encouraging **cooperation** between departments to support literacy development school wide.
- **Provide training and ongoing support** for staff to use the programme and data tracking tools effectively, promoting a **culture of contribution** where staff feel empowered to support students' literacy journeys.

Extracurricular Clubs:

- **Assist in running extracurricular activities**, including after-school homework clubs and other enrichment opportunities, with a focus on ensuring that all students feel welcomed, respected, and supported.
- **Develop and lead engaging clubs** such as book clubs, creative writing groups, or storytelling workshops, offering students opportunities to express themselves and connect with peers, fostering **cooperation** and **courtesy**.
- **Encourage student involvement in national and local reading competitions**, promoting **consideration** and **contribution** as students represent the school in broader literary events and competitions.

Small Group Reading and Writing Intervention:

- **Deliver small group reading and writing intervention** sessions, designed with **consideration** for individual students' needs, fostering a learning environment in which every student is encouraged to make progress and contribute to group learning experiences.
- **Track and adjust intervention approaches** as necessary, ensuring that interventions reflect **cooperation** between the Learning Resource Centre Manager, teachers, and support staff to provide a holistic approach to improving student literacy.

Raising Awareness of the Learning Resource Centre:

- **Promote the Learning Resource Centre's resources and services** to the wider school community, ensuring that all students, staff, and parents are aware of the opportunities for personal and academic growth available through the library.
- **Work with the senior leadership and staff** to ensure the Learning Resource Centre plays a central role in the life of the school, reflecting the **cooperative spirit** of our school culture.
- **Encourage student participation** in the various services and events the Learning Resource Centre offers, ensuring students feel valued and respected, and actively engaged with learning and development.

Monitoring and Reporting:

- **Produce regular reports** on the impact of the Learning Resource Centre's initiatives, demonstrating how its work contributes to student progress, especially in literacy.
- **Use data analysis** to assess the effectiveness of programs like Accelerated Reader and reading interventions, ensuring that the Learning Resource Centre is making a positive contribution to school-wide academic goals.
- **Present findings and recommendations** to senior leaders and governors, providing clear and constructive feedback to guide future planning and ensure that the Learning Resource Centre's services continue to meet the needs of the school community.

This post is subject to regular review to meet the changing needs of the school. This job description may be amended at any time following discussion between the Headteacher, or Senior Leadership Team line manager, and the Learning Resource Centre Manager.

If you are passionate about supporting student literacy and fostering a love of reading, we encourage you to apply for this exciting opportunity to shape the reading culture in our school.