

Job Title:	Learning Resource Centre Coordinator		
Job Family:	English	Grade	5
Hours:	19.5 hrs x 39 – 10:00 – 14:45		

Purpose of this role and General Responsibilities:

To develop the Learning Resource Centre (LRC) as a vibrant, inclusive learning hub that supports reading for pleasure, independent study, research, digital literacy, and curriculum enrichment across all subject areas. The LRC Coordinator will foster a love of reading, ensure access to high-quality learning resources, and provide support to both students and staff in using the LRC effectively. The role will also involve intervening with our students from lower points of prior attainment with an aim to developing their reading skills.

Key relationships:

- Report to the school's reading lead.
- Liaise with senior and middle leaders, support staff, students, parents, and external agencies.
- Seek to maintain links with local booksellers, libraries and publishers in order to maintain library stock.

Main Duties and Responsibilities:

Learning Resource Centre:

- Managing and developing the centre, maintaining and developing the library stock and ensuring a vibrant, welcoming space for students.
- Creating a space for students to use at break and lunchtimes.
- Responsibility for optimising the use of ICT services within the library/resource area. Development of online view data systems and the compilation of in-house data bases as appropriate;
- Liaison with ICT teachers and technicians to co-ordinate services offered

Intervention:

- Working with students from lower points of prior attainment in order to develop their reading skills.
- Using the Lexonic program to allow students to see links between words and to understand their contexts.

General:

- Providing administrative support to staff within school as necessary.
- Provide flexible support to the wider admin team during busy periods.
- Cover the medical room as needed (First Aid training will be provided if not already qualified).
- Attend relevant training and INSET days to support professional development.
- Promote the school's policies and uphold standards of professionalism and confidentiality at all times.
- Participation with the teaching staff in the planning and development of the school's information skills and language programmes and active involvement in the delivery thereof

- To be in the pool of staff who deliver 'Reading lessons' to KS3
- Assist with exam invigilation provided training given. This will include acting as a reader or a scribe (amanuensis) for students for which access arrangements apply.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific term.

PERSON PROFILE

Job Title:	Learning Resource Centre Coordinator
Job Family:	English

Essential	Desirable	Assessment
Experience in a teaching or High Level Teaching Assistant role.	Experience with using Canva, Power Point, Publisher or other platforms to produce high-level displays and resources. Links to local booksellers, libraries and reading groups.	Application / Interview
Excellent ICT skills (Microsoft Office, MIS use)	Experience with Excel and data management.	Application / Interview
Ability to work independently and prioritise tasks effectively		Application / Interview
Clear and professional communication skills		Application / Interview
Discretion and confidentiality with sensitive information		Application / Interview
Understanding of GDPR, data protection and safeguarding practices		Application / Interview
GCSE English and Maths (Grade C/4 or above) or equivalent		Application / Interview
Willingness to undertake further training and development	Emergency First Aid qualification	Application / Interview