

# **JOB DESCRIPTION**

## **LIBRARY MANAGER/LEARNING SUPERVISOR**

**Name:**

**Responsible to:** *School Business Manager*

**Job Purpose:** *To manage the school Library and Resource Centre so as to promote reading, study and learning.*

*To cover in the absence of a teacher by supervising students who are carrying out work set by the teacher in advance.*

*To provide support for designated subject teams and other general administrative tasks.*

### **Main Duties and Responsibilities – Library Manager:**

1. To ensure that the Library and Resource Centre operates effectively on a day to day basis within the ethos of the school, providing a welcoming environment that promotes reading, study and independent learning.
2. To manage the workload of the Library including leadership and direction of the Library Assistant and carrying out the annual performance management process.
3. To maintain a high quality physical environment and appropriate working atmosphere at all times, reporting on day to day operational and strategic matters to your Line Manager.
4. To provide a range of materials to support the curriculum and learning of students.
  - To classify, catalogue and index materials.
  - To liaise with the Library Service as necessary.
  - To manage Library and Resource Centre ICT resources, including appropriate software.
  - To keep a check on the balance of stock to ensure coverage of suitable subjects by age and ability levels and to select new materials for purchase or loan.
  - To advise your Line Manager as necessary in managing the Library and Resource Centre budget for which your Line Manager is responsible.
5. To foster and develop the habit of reading and to encourage reading for pleasure as well as for information.
  - To co-ordinate the production of book lists, displays and exhibitions relating to information and learning resources.
  - To promote reading through visits, competitions, displays and activities.
  - To plan, develop and deliver research skills across the curriculum.
6. To manage and maintain the Connexions Library, liaising with the School Careers Adviser to obtain, catalogue and organise appropriate material for students and staff.
7. To run the Library shop including ordering of stock and cash handling.
8. To practice and promote fair and equal treatment of staff and others throughout the course of performing all duties contained within this job description.

## **Main Duties and Responsibilities – Learning Supervisor:**

1. To supervise students in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for students.
2. To ensure that the work set by the teacher is carried out in accordance with the school's strategy. To check that students have appropriate equipment and materials to enable them to complete the tasks set and answering students' questions about process and procedures.
3. To support expectations of student behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
4. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
5. To ensure that completed work is collected at the end of the lesson and returned to the teacher.
6. To report to the teacher or other staff after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of students.
8. To assist with display work, preparing resources, photocopying etc.
9. To carry out other administrative tasks as needed.
11. To invigilate examinations.
12. To supervise students on educational visits.
13. To assist with whole school lunchtime supervision arrangements.
14. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the School Business Manager.
15. To attend staff meetings, participate in performance management arrangements and undertaking training and development as required.
16. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information.
17. To practice and promote fair and equal treatment of staff and customers throughout the course of performing all duties contained within this job description.
18. To undertake other duties of a similar level and responsibility as may be required from time to time