



Millais School

In pursuit of excellence

JOB DESCRIPTION/ROLE SPECIFICATION

Job title	Learning Resources Centre and Curriculum Support Officer	Grade	5
Area	Curriculum Support	Hours	37 hours pw, 08:30-17:00hrs Mon-Thu, 08:30-16:30hrs Friday
Line Manager	Director of Learning for English	FT/PT	Full time, Term Time Only

Purpose

- To provide an effective, friendly, and responsive Learning Resources Centre (LRC) service for the students working within the LRC and support them with their research / learning as appropriate,
- To oversee the LRC and administration of the books and equipment loans
- To promote the LRC and encourage a love of learning, literature and understanding of the importance of literacy within the Millais community

Main duties

Key Responsibilities and Support

- Supervision of students using the Learning Resources Centre (LRC) during the school day and after school club, maintaining a safe and quiet study environment;
- Provide guidance and support to meet specific student information needs;
- Support transition into the school for new students, liaising with the relevant staff;
- Liaise with lead teaching staff for the Whole School Reading Strategy and provide support with developing a reading enrichment programme for students and parents/carers
- Liaise and support the different curriculum areas to facilitate the love of reading and learning, amongst students and staff, including arranging author visits, promoting reading within the subject area and organising book competitions;
- Liaising with key staff to help facilitate a reading catch-up programme;
- Develop the school's Post 16/careers resources and alumni community and ensure that they remain up to date;
- Working with the reprographics technician, maintain a knowledge of copyright to provide guidance to students and staff in applying CLA policy to reproduction of print media.

Key administration and operations

- Operation and administrative management of the LRC on a day-to-day basis
- Maintain and update book borrowing systems
- Ordering, labelling and cataloguing new material
- Renewal of books and other learning resources





- Recruit and manage student librarians
- Preparation of creative displays in the LRC and in other areas of the school
- Oversee the use and lending of laptops, i-Pads and other technology in and from the LRC, including organising bookings for class use of the LRC and technology
- Operation of the photocopier and laminator
- General administrative duties, as required

Other Specific Duties and Responsibilities

- To comply with the school's Child Protection and Safeguarding policy, reporting all concerns to the Designated Safeguarding Lead
- To adhere to school policy on equality and diversity
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Promote and ensure the health and safety of pupils, staff and visitors, in accordance with appropriate health and safety legislation
- Establish and maintain a professional, enthusiastic and positive attitude and commitment to work with the team
- Develop constructive relationships and communicate with other agencies/professionals
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students follow this example
- To continue personal professional development as agreed and engage actively in the staff appraisal process.

Employees will be expected to comply with any reasonable request from the Senior Leadership Team to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role specification contains an outline of the role holder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder at appropriate intervals by the Line Manager, as necessary in consultation with the Headteacher of Millais School and the Governing Body.



Person Specification

Qualifications and Experience	Essential	Desirable
• 5 passes (A*-C or 9-4) at GCSE including Maths and English	✓	
• A Levels or higher education qualification		✓
• Good level of literacy, numeracy and ICT	✓	
• Experience of library cataloguing and associated IT system	✓	
• Experience of working in a secondary school setting or learning environment		✓
• Experience of supporting individual/groups of young people of secondary school age		✓
• A proven ability to engage with children	✓	
• A love of learning and literature	✓	
Knowledge and Skills		
• High level of interpersonal and communication skills with the ability to maintain a positive profile with students and staff	✓	
• Ability to communicate clearly and effectively at all levels, verbally and in writing	✓	
• Shows initiative and the capability to organise and manage priorities and plan ahead	✓	
• Shows resilience under pressure and deals with issues in a rational manner.	✓	
• Versatile and flexible approach with the ability to adapt to different working environments, manage pressure during busy times	✓	
• Positive approach to student interaction and behaviour management	✓	
• Able to maintain confidentiality at all times, work with integrity and command the respect of a wide range of stakeholders	✓	
• Ability to use Microsoft PowerPoint to a basic level	✓	
• Creative design skills		✓
• Understanding of schools' policies and procedures		✓
Personal Attributes		
<ul style="list-style-type: none"> • Committed to excellence • Confidentiality • Enthusiastic with a positive and optimistic outlook • A commitment to the safeguarding and welfare of all students • Hardworking and accurate • Resilient • Patient and persistent • Tactful, respectful, and sensitive to the needs of others 		