



Ripon Grammar School

Job Description

Library and Learning Resources Manager

Key Aspects of Role:

The management, development, promotion and evaluation of an effective learning resource and information service which supports teaching and learning across the school while also promoting and encouraging reading for pleasure. This service is delivered predominantly through the main school library, but also through the Sixth Form Learning Centre, the supervision and management of which is shared with the Sixth Form team.

Reports To:

- Assistant Head – Teaching and Learning

Supervisory responsibilities:

- Library Assistant
- Student Librarians

Terms and Conditions:

- 22.5 hpw (over three days), term time only + training days + 1 week in school holidays
- NYCC Grade G (Points 13-18)

Specific Responsibilities and Duties:

Planning and development:

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals
- Updating and implementing a policy for the library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school's disciplinary code.
- Participating in the school's process of self-evaluation (SEF) and target setting, specifically monitoring and evaluating the effectiveness of the service provided by the library and its impact on teaching and learning.
- Taking responsibility for and managing the library budget, including the preparation of budget bids and estimates.

- Selecting, acquiring, organising and promoting library resources and ICT to support teaching and learning throughout the school.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- Training, supervising and managing Library Assistant, undertaking staff appraisals and inducting new staff as appropriate.
- Recruiting student library assistants, supervising and training them and rewarding their achievements.
- Working with the Sixth Form team to contribute to the supervision and oversight of the Sixth Form Learning Centre, where possible.
- Developing and maintaining links with other libraries and relevant organisations (e.g. public library service, universities and colleges and museums).
- Development of the Library Management System, including the organisation, cataloguing and classification of all printed and digital resources, collating data and producing simple reports
- Maintaining and updating the Library AccessIt home page.
- Exploiting opportunities for own professional development where possible and sharing INSET opportunities with colleagues, as well as maintaining an awareness of current developments in information and library management, education and children's literature.

Support for students and staff

- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs.
- Promoting reading and the enjoyment of reading in all its forms and through a variety of means (competitions, displays, reading lists etc.)
- Promoting and publicising the services provided by the Library to the whole school community.
- Contribute to the supervision of students using the library and Learning Resource Centre for independent study helping to maintain a welcoming, supportive atmosphere conducive to positive learning experiences.
- Distribution and collection of departmental textbooks in collaboration with relevant Heads of Department.

Other responsibilities

- Participate in the school's Performance Management scheme.
- Participate in training and other learning activities and performance development as required.
- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Any other duties as reasonably requested by the Headmaster

February 2025



Library & Learning Resources Manager

Person Specification

Experience

Desirable to have at least two years of working in a school or college library

Qualifications

- Degree or postgraduate qualification in librarianship or information management is desirable
- Chartered member of CILIP is desirable

Knowledge, skills, abilities

The candidate needs to be able to demonstrate a knowledge of:

- secondary education with an awareness of current issues and trends
- reading interests of secondary students and reader-development initiatives
- information literacy teaching methods
- development planning, monitoring and self-evaluation
- budget management
- health and safety issues
- library management systems (experience of AccessIt preferred)
- ICT competence to ECDL level or equivalent
- Time management
- Behaviour management
- Materials selection in all formats

Personal and physical qualities

- likes working with people of various ages (teenagers, staff, parents)
- experienced team worker
- enthusiastic, self-motivated and flexible
- willing to become involved in school activities outside the library and contribute to the rich extra curricular programme at Ripon Grammar School
- able to work at shelves from floor level to 2m in height, to deal with boxes of books, climb stairs