



THE JOHN COLET SCHOOL JOB DESCRIPTION

POST:	Learning Resources Centre Coordinator
GRADE:	Range 3
PATTERN:	22 hours 30 minutes per week (ideally to be worked 9.45am to 2:15pm daily), 38 weeks plus up to 3 INSET days on a timesheet basis
RESPONSIBLE TO:	Literacy Coordinator

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

The Role

We are seeking to recruit an outstanding individual to run an effective and engaging Learning Resource Centre which encourages students to develop a love of reading through engaging text choices, displays and opportunities such as author visits. The right candidate will have a passion for books and work closely alongside the subject departments to encourage the promotion of literacy across the school.

DUTIES AND RESPONSIBILITIES

- Manage, monitor and evaluate the development of the Learning Resource Centre and associated resources to meet the needs of the school's curriculum and literacy requirements.
- Support reading scheme programmes to help develop fluent readers.
- Work with the Assistant to the Head of Sixth Form to ensure the learning and curriculum needs of Sixth Form students are met in the Learning Resource Centre.
- Operate and maintain the Learning Resource Centre management system and online resource platforms.
- Lead on the promotion of the Learning Resource Centre through displays and participation from students through events, competitions and activities throughout the year, including engagement of external presenters and author visits to address students, and deliver workshops.
- Supervise student behaviour in all areas of the Learning Resource Centre and uphold the school behaviour policy.
- Induct new staff and students in how to use the Learning Resource Centre as a resource.
- Assist with extra-curricular use of the Library.
- Manage the annual Learning Resource Centre budget.

- Working with the English team to support the delivery of library lessons for students.
- Organise, publicise and lead extracurricular reading clubs.

In addition:

- Deal with all matters confidentially.
- Undertake other work of an appropriate reasonable nature and in the interests of the school as directed by the Line Manager.
- Provide support to students during periods of contact and help promote a general feeling of well-being within the school.
- Participate in the School's appraisal system.
- Take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
- Uphold the staff code of conduct.
- Demonstrate the values associated with the school ethos, vision and policies.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

October 2025