LEARNING RESOURCES MANAGER

Reports to: Assistant Head Teaching and Learning

Job Purpose: The Learning Resources Manager is responsible for managing and developing learning resources within the school ensuring students are supported with academic enrichment outside the classroom and creating an environment where students are engaged with text and IT resources.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

- Keep up to date with developments relating to the provision of learning resources and ensure services meet the needs of our students.
- Work closely with staff teaching EPQ to support students with their projects, in particular relation to their research and communication skills.
- Implement strategies and initiatives to share best practice in research and the use of learning resources.
- Supervise the library during lesson times.
- Support students with developing good study habits.
- Provide a welcoming, supportive and productive learning environment in the library.
- Manage the learning resources budget
- Maintain, organise, manage and update the library management system.
- Manage and develop the resources available to staff and students in the library.
- Manage the work of the library captains.
- Promote the library and create opportunities for students such as author visits, debating activities.
- With the support of Heads of Department and the whole school literacy co-ordinator develop reading lists, article lists etc. to encourage students to consider the curriculum beyond the specifications of a subject.
- Support the work of the archivist.
- To enhance the learning environment through the effective display of students' work and other materials and through care of the environment.
- Assist with the invigilation and access arrangements for school examinations.

Additional opportunities for suitably qualified members of staff:

- Be involved in the cover of lessons, GTCS registration required.
- Act as a tutor for a small group of students in a boarding house, supporting them with their pastoral and academic development.
- Participate in the weekly activity and service programme within the school.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Experience	• Significant and relevant breadth of experience of working in a library. • Experience of improving outcomes for students	• Experience of working in a school environment.	Application form References Interview
Education & qualifications	• Educated to degree level	• Recent further qualifications in relevant areas. • GTCS registration	
Skills/abilities (general)	• Excellent IT skills, including proficiency in all MS Office applications. • Excellent communication and interpersonal skills. • Ability to organise groups of students at all levels of ability • Experience of working with a library management system.		
Personal skills and qualities	• Conscientious and diligent, with excellent attention to detail. • Enthusiastic, diplomatic and calm under pressure. • A proven track record of strong working relationships with students colleagues and customers. • A positive and proactive attitude to manage a high volume of work. • Flexible, with a can-do attitude. • Someone who creates a positive and cooperative working environment. • A commitment to Gordonstoun's unique educational ethos. • A commitment to doing the best for students from diverse cultural backgrounds.		
Child protection	• Suitable to work with children • A full PVG check will be completed on the successful candidate	• Experience of working with children and young people	References PVG check