



HOLY TRINITY CATHOLIC SCHOOL

"Learn to Love, Love to Learn"

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St. Teresa of Calcutta
Multi Academy Company

Learning Resources Assistant

Job Description

Grade: GR2

Job Description: Learning Resources Assistant

Main Purpose of the Role: To be responsible for the development and maintenance of the learning resource centre within school, ensuring it is up to date and are attractive and comfortable places to study outside of the classroom. 1:1 and small group academic support to students.

Accountability This post is accountable to the Head of English/Language for Learning Leader/Learning Resources Manager

Duties and Responsibilities:

- Maintaining the LMS (Library Management System) to catalogue and classify stock and for the circulation of books to pupils and staff
- To ensure that the Learning Resource Centre, is calm, respectful and open for students to access outside of their taught lessons including before and after school.
- To uphold ethos of and support all aspects of Catholic life
- Support KS3 Reading lessons fortnightly for all Year 7-9 classes in the LRC, working with their class teacher
- To facilitate a range of activities that promote reading and the development of literacy skills, ensure progress in reading and support intervention which address foundational gaps and improve progress.

- Collaboration with Language for Learning leader in running special events to coincide with key calendared events during the year e.g. National Poetry Day, World Book Day, Black History Month etc
- To ensure that a robust loans process is in place resulting in all loaned books being returned on time and in the condition in which they were loaned.
- To lead on the provision of 1:1 and small group academic support for students requiring additional support outside of the classroom.
- To lead any holistic intervention which support development of the whole child.
- To carry out any other duties appropriate to the post which may be required, as the role develops.
- To undertake any other duties that can be accommodated within the grading of the post.

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Degree or equivalent	AF/C
	A qualification relevant to working in a library	AF/C
Experience Relevant work and other experience	Experience of working within a library or coordinating study spaces	AF/I
	Experience of working successfully with young people	AF/I
	Experience of Library management systems	AF/I/T

	Experience of using database applications	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	A Passion for reading and developing knowledge through books	AF/I
	An eye for detail	AF/I
	Ability to develop and maintain effective working relationships with a wide range of people	AF/I
	Ability to motivate students to reach their potential	AF/I
	Ability to work on own initiative with minimum	AF/I
	Excellent communication skills	AF/I
	Strong IT skills	AF/I
Training	Willing to undertake job related training	AF/I
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
