

**Job Description**

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| **Post:** | **Library and Study Centre Manager** |
| **Salary/Grade** | **Grade 7 SP15-18 £30,960 - £34,033 pro rata**  |
| **Working time:** | **Term time only plus 10 days** |
| **Responsible to:** | **Assistant Principal**  |

## Main purpose of the post:

* The post-holder is responsible for creating a welcoming, positive and proactive experience for students and staff visiting the college’s library and learning centres by taking ownership of the library service and learning centre spaces.
* To ensure the services and resources in the library and learning centres are developed and well managed and that students’ independent study habits and learning are prioritised.
* To consider the needs of a broad range of users, making best use of individual, group and silent study spaces to create an ethos of study.
* To make recommendations for improvements and change as needed to develop service quality.
* To lead, support and develop the team of library and learning centre staff to ensure the quality of service is maintained.
* To contribute to the teaching and learning team to establish and continue good learning services for students.
* To liaise with departments across college to ensure and assure the services of the library and learning centres, including student support, inclusive learning and subject departments.

## Main duties:

# Operational Duties

* 1. Manage the support for all users in the retrieval, choice and use of paper-based and electronic learning resources, including the use of hardware and software packages
	2. Manage the day to day staff resourcing for the library and learning centres and ensure a high level of customer service is provided.

1.3 Develop and maintain the library and learning centre services in line with the aims of the Teaching, Learning and Assessment Strategy, ensuring a friendly, safe, well equipped and welcoming service

1.4 Develop and maintain the Library Management System and other eLearning systems employed by the college.

1.5 Contribute to setting standards in the Department’s annual self-assessment report and action plan in line with the College’s planning and quality assurance procedures.

1.6 Respond to learning resource and IT support requests according to departmental procedures, prioritising tasks and escalating serious problems to the relevant Heads/Teams.

# User Education/Training

* 1. Lead in the planning and delivery of inductions and information & study skill sessions.
	2. Provide training and support to library staff on the use and development of LMS & eLearning Systems.
	3. Provide support to staff on the creation of VLE content and resources.

2.4 Provide support to staff and students in the use of a range of electronic resources and course related software packages

2.5 Promote the use of the VLE and electronic resources to enhance independent learning

2.6 Coordinate the production of guides and learning materials, both electronic and paper based

2.7 Promote the services offered through social media platforms and college communications systems.

2.8 Take a lead in the development of e-services.

# Curriculum Provision and Development

* 1. Provide a curriculum liaison role to develop and update resources and College services in order to meet changes in course specifications and user needs, attending subject meetings as appropriate.
	2. Represent the department on the development of the college VLE and eLearning systems.

3.3 Develop and maintain library collections to meet the needs of learners.

3.4 Have a comprehensive awareness and appreciation of the capabilities of the college’s ICT services and infrastructure and role of ICT in the curriculum, and contribute to continuous improvement to meet future needs.

3.5 Promote the planning and development of e-learning resources for the curriculum.

# Management of Resources

* 1. Liaise with external organisations to resolve issues with equipment and software.
	2. Develop and maintain procedures for routine admin functions in the department.
	3. Develop and maintain the library systems.
	4. Carry out a periodic review and revision of stock and e-learning resources in relation to the usage of the Learning Resources Centres and its collections.
	5. Manage the administration of the ICT booking system and ensure that outstanding loaned resources are chased in a timely fashion.

# Staffing

* 1. Develop center staff in the use of systems and procedures within the department.
	2. Manage the library staff professional development process to develop center staff.

Plan a staffing rota to ensure coverage of learning resource zones.

5.3 Work collaboratively as part of a team to share good practice.

5.4 Work flexibly providing cover for absent colleagues when required.

5.5 Participate in continual professional development and coaching and mentoring to enhance and share good practice.

# Students

## Safeguarding

6.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.

6.2 Monitor student behavior and report safety/e-safety concerns.

6.3 Provide technical support during any investigations arising from the implementation of the college e-Safety Policy.

6.4 Ensure basic safety checks are carried out to equipment.

## Discipline

6.5 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

6.6 Monitor the implementation of the ICT Acceptable Use Policy and withdraw access rights for a student in respect of any abuses, reporting such breaches to the relevant curriculum staff.

## Learner Involvement

6.6 Contribute to the development and implementation of student voice activities in order to improve the quality of provision and to respond appropriately to learner needs.

6.7 Work with members of the teaching and learning team in developing and promoting innovative teaching and learning solutions for the classroom.

# Quality Assurance

7.1 Contribute to the Self-Assessment Report and Quality Improvement Plan within the Department.

7.2 Participate in the College’s Performance Management Review system and have an annual review meeting with your line manager.

7.3 Keep a professional development file to record personal training and development.

# Equality and Diversity

8.1 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.

8.2 Ensure that adaptations to ICT equipment to support users with disabilities are maintained and are appropriate.

# Management Information and Administration

#  9.1 Maintain records of equipment bookings and loans.

 9.2 Log incidents and support requests, along with completion outcomes.

9.3 To maintain records of student usage of the facilities, including the administration of 9upervised Study.

9.4 Maintain a database of licenses and contracts for e-resources and ensure the cost represent value for money.

# Communications

10.1 Attend College events, briefings, staff meetings and meetings as part of the College’s meeting schedule.

10.2 Use the College’s systems, policies and procedures to communicate issues as necessary.

10.3 To provide a professional enquiry service for all staff and students within the Learning Resources Centres.

# Marketing and Liaison

* 1. Contribute to the marketing and promotion activities of the College and the department.

11.2 Represent the department at open evenings and college events.

# Health & Safety

# 12.1 Ensure basic safety checks are carried out and escalate problems as required;

# 12.2 Follow relevant Health & Safety procedures and raise awareness among staff and students.

# 12.3 Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the College.

# Other

13.1 Contribute to the college mission and ethos and support the aims and objectives of the College.

13.2 Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the College.

13.3 Undertake any other duties of an equal nature as assigned by the Principal or her designated alternate.



**Staff Benefits**

* Free parking
* Wellbeing events at the end of term
* Annual summer party
* Annual Christmas party
* Staff enrichment activities
* Health and Wellbeing Committee
* Free flu vaccination
* EAP Programme

**Payroll**

Your salary will be paid by BACs transfer into your bank account on the 22nd of each month.

**Pension**

You will automatically become a member of the Local Government Pension Scheme.

You may opt-out of this at any time.

**Safeguarding**

This role requires Enhanced DBS clearance from the Disclosure and Barring Service as well as a range of other pre-employment checks.

**Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become 'spent' after the passage of time, that is the law will treat them for most purposes as if they had never happened and it is not necessary to disclose them on Application Forms. However, the Rehabilitation Offenders Act 1974 (Exemptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. The post for which you are now applying falls within that Order and you are therefore required to detail all previous convictions below whether or not they are spent.

If you are successful in your application for this post you will be asked to complete a further form to authorise an approach to the Disclosure and Barring Service (DBS) to check that you have no convictions that would render you unsuitable to work with children.