



JOB DESCRIPTION

JOB TITLE: Learning Resource Co-ordinator

GRADE: NYCC Band 6 Pt 15 to 19, pro rata for reduced hours of 17.5 per week, term time only, £6770.34 to £7492.09

Job Share from Wednesday pm to Friday

RESPONSIBLE TO: Curriculum Team Standards Leader for English or the Headteacher

JOB PURPOSE:

To ensure the continued development of the LRC to meet the needs of the students and staff at this school.

Manage and monitor the accelerated reading programme.

To ensure there is a positive learning environment in the LRC.

To liaise with the English team and assist in the planning and delivery of KS3 library lessons.

To prepare materials and undertake clerical duties.

To assist with the supervision of groups of children as required.

To assist with the provision of extra-curricular activities as requested.

To have contact with parents/carers where necessary and appropriate and in consultation with your line manager.

To support the form tutors with DEAR time and PSCE in the development of the careers library.
To assist any volunteers and reading dogs who come in to work with the students and their reading.

ACCOUNTABILITIES/MAIN RESPONSIBILITIES:

<p>Effective Communication and engagement with children, young people, their families and carers</p>	<ul style="list-style-type: none"> • Under the general direction of the class teacher take part in establishing constructive relationships with children, parents/carers and with other agencies/professionals. • The main focus being on support for literacy. language, accelerated reading programme and DEAR time. • Communicate effectively with all children, young people, families and carers. • Provide support and encouragement to children and young people. • Know that communication is a two way process.
<p>Child and young person development</p>	<ul style="list-style-type: none"> • Support the learning process under the direction of the teaching or other appropriate staff. • Provide, with appropriate guidance and supervision limits, educational, emotional and physical support to students. • Assist in the implementation of appropriate behaviour management strategies. • Observe a child or young person’s behaviour, understand its context, and notice any unexpected changes. • Know how to interact with children in ways that support the development of their ability to think and learn.
<p>Safeguarding and promoting the welfare of the child</p>	<ul style="list-style-type: none"> • Assist with the supervision of groups and individual students as required. • Assist with supervision in social time. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
<p>Supporting transitions</p>	<ul style="list-style-type: none"> • Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

	<ul style="list-style-type: none"> • Understand your own role and its limits, and the importance of providing care or support.
Multi-agency working	<ul style="list-style-type: none"> • Know the value and expertise you bring to a team and that brought by your colleagues. • Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.
Sharing information	<ul style="list-style-type: none"> • Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students. • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Understand the importance of sharing information, how it can help and the dangers of not doing so. • Be aware of own (and others') professional boundaries. • Attend staff meetings, training days and management team meetings by agreement with the Headteacher.
Administration/Other	<ul style="list-style-type: none"> • Prepare materials and undertake minor clerical duties. • Participate in the School's performance management scheme • Supervise pupils sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations. • Participate in training and other learning activities and performance development as required.
Health & Safety	<ul style="list-style-type: none"> • 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

Equalities

- Ensure services are delivered in accordance with the aims of the equality Policy Statement
- Develop own understanding of equality issues