Cumbria Education Trust
BE THE BEST YOU CAN BE

Post Title	Learning Resources Centre Assistant		
Post Ref No			
Responsible To	LRC Manager		
Grade	G3A/B		
FTE Salary	£20812 - £21189	**Actual Salary**	£16055 - £16346
Contracted Hrs.	32.5 Hours per week	**Term Time**	38 + 2 weeks
Place of Work	Workington Academy		

Purpose	The Learning Resources Centre Assistant will provide support within, and coordinate the appropriate and effective use of the LRC for all staff and students across the Academy.
Key Duties	• Providing assistance to students and staff using the LRC. • Undertake the issuing of books and taking returns ensuring accurate and timely records are maintained. • Processing and cataloguing of new stock, shelving, book repairs and other routine library activities. • Maintaining the sixth form prospectus library. • General supervision of LRC users ensuring appropriate behaviour within the LRC and dealing with disruptive behaviour in accordance with the relevant policy and procedure. • Design and organise display materials and produce relevant signage alongside ensuring general tidiness of the LRC. • Coordinate computer bookings for individual students, group and staff ensuring fairness and appropriate usage. • Assist students with editing, scanning photocopying and printing supporting with and computer related problems seeking support from ICT as necessary. • Coordinate the use of the LRC for classes and groups. • Support and run a reading club for students.
LRC Environment	• Students will have access to a well-ordered sock of materials and to ICT facilities. • The LRC environment is calm, quiet, tidy and use-friendly. • Support of provided in routine library activities, such as issuing books, cataloguing, shelving and repair. • Assistance and guidance is provided in the use of ICT facilities (with technical support as necessary)

General	• Attend staff and year group briefings and present relevant information to staff. • Attend Progress Evenings for the relevant year groups. • Be aware of and comply with all academy policies and procedures especially those relating to Child Protection, Health and Safety, security and confidentiality. • Other duties as required in support of the academy within the scope of this post. • To support the academy's behaviour systems by delivering timely and appropriate sanctions and support to the students in your year groups. • To work as part of the wider team to support the functionality of the Learning Provision Team.

Essential	Desirable
• Appropriate academic qualification to at least GCSE standard or able to demonstrate competency through proven experience in a similar role. • Experience of using the main Microsoft Office programmes. • Experience in the use of the internet as a resource **Abilities and skills** • Able to operate as a member of a busy team and be willing to carry out routine library tasks as required. • Able to work under pressure and to work without constant supervision, using their own initiative as appropriate. • Able to relate to young people and have an understanding of their interests and motivations. • Demonstrably good interpersonal skills and able to communicate effectively with students and staff. • Demonstrable efficient organisational skills. • Ability to work as part of a team and demonstrate initiative. **Personal Qualities** • A commitment to working in a busy academy environment • Flexible, motivated and committed to high standard of working, with a willingness to take on additional duties • Adaptability to changing circumstances and new ideas • Resilient and determined to achieve goals • Committed to the ethos of the academy and Trust. • A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities • A commitment to working in a flexible and collaborative manner with all members of the school community.	• Experience of working in a LRC. • Candidates will be educated to "A" level standard or equivalent • Experience in the field of education, welfare, youth work, careers and training or EBD will be an advantage. • Evidence of independent work will be an advantage. • An understanding of operating arrangements for academies and the changing environment • An understanding of how to challenge and escalate actions when necessary.

ADDITIONAL INFORMATION	<table><tr><td></td><td></td></tr></table> • It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. • All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post. Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff members are required to complete an enhanced DBS disclosure.

Our Academies:

https://www.cumbriaeducationtrust.org/