



Job Description and Person Specification

Learning Hub Manager

JOB DESCRIPTION

Learning Hub Manager

GRADE:	Grade 6 (pts 9-10)
HOURS:	30 hours per week / 39 weeks per year
ACCOUNTABLE TO:	SLT link for Learning Hub/Literacy
JOB PURPOSE:	To manage and develop the Learning Hub as a vibrant centre for learning, literacy and reading. To provide a high-quality library and information service that supports the curriculum, promotes a love of reading, and enhances learning opportunities for all students and staff.

MAIN DUTIES AND RESPONSIBILITIES

Library Management & Resources

- Ensure effective management of stock and arrange materials for effective retrieval by classifying, cataloguing and indexing all library resources
- Maintain stock through a regular editing and replacement policy to sustain effective service and ensure that the service meets the requirements of the national curriculum, pupils and staff
- Manage and promote the Learning Hub, ensuring accurate database administration, appropriate stock management, and the effective use of library resources and services
- Provide monthly statistical reports to monitor usage and produce regular reports of overdue resources, for both staff and students, to proactively reduce loss of stock
- Direct and develop the provision of a library service for students and staff, including the financial management of the resources budget
- Manage the sale of learning resources, including revision books and stationery, to students, maintaining accurate records of cash taken
- Supplement the school's resources through sourcing resources from the School's Library Services, establishing external links and actively seeking to increase resource provision
- Promote the resources of the library throughout the school and beyond and create a library environment which is welcoming, safe and conducive to learning.

Literacy & Reading Promotion

- Work closely with the Literacy Coordinator to support interventions and develop a culture of reading across the school
- Encourage the development of reading and language skills through Book Week activities, competitions, author visits, leisure reading and other promotional activities
- Actively create and promote appealing lunchtime and after school clubs within the library, liaising with staff and external agencies as necessary for support
- Produce library informational literature for new staff and students, promoting this at appropriate times throughout the year (e.g., open evenings and start of new academic year)
- Contribute to the school newsletter and social media, including items to promote library activities and report forthcoming and past events

Teaching & Learning Support

- Establish and maintain a programme of induction and teach library skills on a timetabled basis
- Give ad hoc demonstrations of information/retrieval techniques to ensure all students and staff have equality of opportunity to access learning resources
- Contribute to curriculum development through attendance at curriculum management meetings when appropriate and through informal discussions with teaching colleagues
- Advise on the availability of resources needed for curriculum development to ensure that the library supports the delivery of the national curriculum
- Liaise with Curriculum Leaders and subject teachers to provide information to ensure resources are relevant to courses provided by the school

Student Engagement & Environment

- Recruit and train student librarians to enhance their skills and teach them to provide an efficient service
- Create a library environment which is welcoming, safe and conducive to learning
- Provide an attractive environment conducive to achieving optimum use of the library both for purposeful study and leisure
- Monitor the use of ICT within the library to ensure appropriate behaviour and use

Professional Development & External Links

- Attend regular after-school termly meetings at local schools as organised by Learning Resources for Education
- Research new ways of promoting the library by maintaining good links within the community (e.g., local libraries, museums, other schools, bookstores)
- Produce an annual Library Development Plan for Line Manager in line with School Development Plan
- Undertake any further professional development required to carry out the duties of this post effectively
- Be available to attend after-school events that directly link to the Learning Hub (e.g., open evening, post-16 evening)

School Ethos:

- To play a full part in the life of the school community, to support and uphold the school's values and to encourage staff and students to follow this example.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To promote actively the school's policies and procedures
- To engage in continuing professional development as agreed.
- To undertake any other reasonable duties as directed by the Headteacher.

Note: This job description is not exhaustive and may be amended to reflect the changing needs of the school, in consultation with the postholder



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The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

SIGNATURES:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: _____
(Employee)

Dated: _____

Signed: _____
(Headteacher)

Dated: _____

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon satisfactory pre-employment checks, including an enhanced DBS disclosure, online searches as part of our safer recruitment process, satisfactory references, and medical clearance.



PERSON SPECIFICATION
Learning Hub Manager

Qualifications

Essential	Desirable
• Minimum Level 2 in Literacy and Numeracy • Willingness to work towards a relevant library/information qualification (e.g. CILIP certification) if not already held	• English degree or similar • B.Tech (Higher), NVQ4, degree in relevant subject (librarianship/library and information studies, etc.) plus post qualification experience, or equivalent level of experience • Previous working in a school setting

Skills and Knowledge

Essential	Desirable
• Experience of, or willingness to learn, library management systems (e.g. Eclipse, Access-It Library, or similar) • Ability to promote reading and literacy across a diverse student body • Experience managing budgets and maintaining financial records • Ability to work independently and use initiative, whilst also working collaboratively with teaching staff	• Experience working in a school library or educational setting • Experience organising events and activities for young people • Knowledge of children's and young adult literature • Experience training and supervising volunteers or student helpers

Personal Qualities

Essential	Desirable
• Approachable, empathetic, and student-focused • High expectations for all students and a commitment to supporting their progress • Organised, self-motivated, and able to prioritise tasks effectively • Commitment to upholding the values and ethos of the school • Commitment to equality, diversity, and inclusion • Absolute discretion and confidentiality in all matters • Willingness to develop the role and undertake professional development	• Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community • Knowledge of child protection and health and safety procedures

Telephone:
01455 552710

Email:
admin@lutterworthhigh.co.uk

Address:
Lutterworth High School
Woodway Road
Lutterworth
Leicestershire
LE17 4QH

www.lutterworthhigh.co.uk

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