



WAKEFIELD GRAMMAR SCHOOL FOUNDATION

JOB DESCRIPTION

Post Title:	Learning Resources Assistant
Department:	Learning Resources Centre, WGHS Senior School
Responsible to:	Learning Resource Centre Manager The Staff Deputy
Responsible for:	Nil
Job Purpose:	To assist in the day to day running of the School Learning Resources Centre which exists to support the educational aims and objectives of the school.
Grade:	WGSF Grade F
<p>Main Duties and Responsibilities: The main duty of the post is to assist the Learning Resources Centre Manager in the operation of a major learning environment used by the whole school community. This to be accomplished in the following ways:</p> <p>Supervisory</p> <ul style="list-style-type: none"> • To implement LRC policy • To supervise pupils after school i.e. between the hours of 4pm and 6pm • To assist in supervising pupils during the lunch hour • To supervise senior pupils during private study periods in the absence of the LRC Manager • To supervise pupils working in the Learning Resource Centre whilst not in lessons in the absence of the LRC Manager <p>Responsibility for Assets/Materials etc:</p> <ul style="list-style-type: none"> • To process and promote all media applicable to the learning needs of all pupils • To assist in producing regular educational displays • To ensure the shelves are kept tidy • To have responsibility for library stationery etc • To have responsibility for display boards, notices and library magazine • To assist in the processing of new resources and the maintenance of existing LRC resources <p>Support for Students, Staff and the Curriculum</p> <ul style="list-style-type: none"> • To provide a welcoming, safe and supportive atmosphere conducive to study • To support teaching and learning across the curriculum • To liaise and collaborate with all departments to ensure appropriate access to learning resources • To promote knowledge 	

General

- Establish good relationships with pupils, acting as role model and being aware of and responding appropriately to individual needs.
- To refer any queries or concerns to the line manager, relevant teacher or Staff Deputy as necessary.
- Attend relevant staff meetings or other meetings as required.
- Be aware of and comply with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos of the School and of Wakefield Grammar School Foundation
- Any other duties that may be reasonably required within the scope and grade of the role.

Person Specification**Skills:**

- A general knowledge of ICT
- Good interpersonal skills
- Good communication skills
- Ability to work constructively as part of a team
- Able to relate well to children and adults
- Behaviour management skills
- Flexible and able to adapt to changing demands

Knowledge:

- Good educational background
- A passion for reading and learning and sharing that knowledge

Experience:

- Experience of working with children and young adults in an educational capacity
- Library experience or similar learning environment

Qualifications:

- Basic First Aid Qualification (training will be provided)

General

- An understanding of child protection
- An empathy with the ethos and values of WGSF

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ADDITIONAL INFORMATION FOR CANDIDATES LIBRARY RESOURCES ASSISTANT

- Wakefield Grammar School Foundation operates its own pay structure. The current salary range is £16,258 - £17,971 FTE per annum. Actual starting salary is £8,462 pa with progression to £9,354 pa.
- Hour of work are 25 hours per week, Monday to Friday 1.00 pm to 6.00 pm term time only including INSET days.
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service) and in addition 10 statutory days. A further 3 concessionary days are given at Christmas. Annual holiday entitlement is pro-rata for part-time employees.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Free car parking.
- Intended starting date is April 2010 or soon after.
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, the completion of an enhanced CRB disclosure and receipt of a satisfactory CRB (Criminal Reference Bureau) check, evidence of eligibility to work in the UK and a satisfactory health questionnaire.
- Website: **www.wgsf.org.uk**