



## **Job Description: ILRC & Media Technician**

<b>Reporting to:</b>	<b>Assistant Principal</b>
<b>Location:</b>	<b>Ark All Saints Academy</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Term Time Only</b>
<b>Salary:</b>	<b>Ark Support Scale 6:</b>

Ark All Saints Academy are looking to recruit a highly motivated Independent Learning Resource Centre and Media Technician who has a commitment to excellence and helping every child succeed, helping to instil a love for learning in every scholar.

### **The Role**

- To ensure that the ILRC is at the heart of Academy life
- To play a central role in developing a culture of reading, both for pleasure and for learning, within the Academy and wider community
- To manage independent learning groups, giving guidance and advice to scholars and staff in order to provide an inspirational learning resource
- To take overall responsibility for the management of the academy's library, including internal fitting and stocking and ensuring the purchase, cataloguing, tagging and organisation of all resources appropriate to the learning needs of the scholars and staff.

### **Key Responsibilities**

#### **ILRC Management:**

- To manage the ILRC to ensure it is operating in an efficient manner and meeting the needs of the academy
- To review policies and procedures to ensure that the ILRC meets service specifications as agreed with the Principal and SLT
- To administer the library's budget, selecting and purchasing all resources
- To manage and maintain the ILRC management system, keeping accurate and current records of all learning resources in accordance with Academy policy
- To work with Scholar Voice in order to evaluate scholars' attitudes to the ILRC and ideas for improvement

- To liaise with subject leads, scholars and other key staff, to keep the library appropriately resourced in order to foster interests and support the learning and reading development of all scholars

### **Promoting reading:**

- To plan and deliver a range of initiatives in order to engage 'reluctant readers'
- To organise a variety of events and initiatives (e.g. National Children's Book Week, Black History Month, Reading Groups, Reading Treasure Trails etc.) to promote reading and the use of the library throughout the academic year
- To work alongside the Head of English to implement and evaluate the Academy's reading policy
- To provide a library skills induction programme for all new scholars
- To run enrichment activities to help develop a life-long love of reading amongst our scholars
- To promote and facilitate independent learning and individual development in the ILRC
- To provide multimedia learning resources for staff and scholars in active support of the curriculum and its development
- To participate in the planning and delivery of information literacy programmes within the school to foster independent learning and ensure continuous development of ILRC services

### **Media Management:**

- To coordinate the taking of photographs/making video recordings of Academy events
- To assist with the production of event programmes, newsletters and other promotional materials
- Managing the Academy's social media accounts & regularly updating them
- To oversee the production of staff and scholar photographs & ID cards
- To oversee the production of posters, maps and other resources for the Academy
- To ensure displays around the Academy are up-to-date and of an excellent quality
- To ensure that content on the digital screens is monitored and kept up to date weekly, meets the Academy's priorities and content is displayed appropriately
- To oversee the recording and editing of performances and productions as required
- To record lessons and edit video as requested by teachers and SLT

### **Other**

- To promote the ethos of the academy
- To carry out any other tasks as reasonably required by the Principal and/or line manager.

## **Person Specification: ILRC & Media Technician**

### **Qualifications**

- Right to work in the UK
- Maths and English GCSE or equivalent at grade C or above
- A degree level qualification (desirable)

### **Knowledge and Experience**

- Experience of working with and motivating young people to engage with reading
- Experience of working in an educational setting (desirable)
- Highly developed ICT/technical skills
- A good knowledge of literature
- Social media savvy

### **Personal Characteristics**

- Helpful and positive nature
- Understands the importance of confidentiality and discretion
- Able to work on own initiative and manage own time well
- Demonstrates creativity and imagination, showing an ability to adapt teaching styles to the needs of a group of children
- Highly motivated showing resilience, stamina and reliability under pressure
- Reflective; able to review own performance and keen to learn and develop own skills
- Can relate well to children, parents and members of the community
- Flexible attitude towards work; can adapt quickly to new demands
- Commitment to the values and ethos of the Academy.

### **Specific Skills**

- Able to lead and manage a library
- Highly competent in the use of ICT – able to use to support the delivery of learning and management
- Excellent communication skills, both written and oral
- Able to manage and disseminate information in a range of different media
- Strategic planning skills to support the writing and implementation of the library policy
- Financial management skills for management of library budget
- Capable of developing and using a range of resources to support the delivery of learning
- Able to work well as part of a team, motivate and line manage staff.

### **Other**

- Committed to equality of opportunity and the safeguarding and welfare of all scholars
- Willing to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.

*We value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS an*