



**ST. ANSELM'S COLLEGE**  
**Catholic Voluntary Aided Grammar School for Boys, 11-18**  
Manor Hill,  
Birkenhead,  
Wirral CH43 1UQ

## **ROLE AND RESPONSIBILITIES OF THE COLLEGE LIBRARIAN/LEARNING RESOURCE MANAGER**

### **The College**

St. Anselm's College is a Catholic Grammar School for boys in the Diocese of Shrewsbury. The College was founded in 1933, by the Congregation of Christian Brothers, to provide Catholic Education for the boys in the area. From 1944 to 1975, it operated as a Direct Grant Grammar School. When Direct Grant was phased out, the College became Independent and remained so until 1995, when it became the first school in the country to opt back into the maintained sector as a Grant Maintained School. Since September 1999 the College has been Voluntary Aided (as required by the 1998 Education Act). It remains under the Trusteeship of the Christian Brothers. The College is heavily oversubscribed and is now four form entry, with 848 on roll. Currently, there are 211 in the Sixth Form.

The College achieved Joint Specialist Technology Status in September 2002. In September 2006 the College was redesignated as a separate Technology College in Phase 2. In April 2007 the College was granted a second specialism as a Language College, having been recognised as a high performing specialist school.

The College was most recently inspected in February 2008, when it was described as "an outstanding school in which students achieve exceptionally well and reach very high standards. Parents, students and staff refer to the school as 'a family' and this is reflected in all aspects of College life." The College was also inspected in December 2004, when judged to be 'a very good school' where 'the climate for learning is excellent, enabling pupils to develop excellent attitudes, achieve very well and behave very well.' The College was named in HMCI's list of 'Particularly Successful Schools and Colleges 2009'.

The Headmaster enjoys the support of a highly committed, hard-working, yet cheerful, staff. Most colleagues put time in above and beyond any minimum requirement and the confines of their job descriptions. This has the effect of creating a positive and rewarding environment in which to work.

## The Post

<b>Responsible to:</b>	Headmaster or Deputy Headmaster in charge of Curriculum.
<b>Responsible for:</b>	Pupil Library Monitors
<b>External Contacts:</b>	School Library Service, other School Librarians, MLE Provider, Local Authority
<b>Internal Contacts:</b>	Heads of Department, Staff and Students, Cross Curricular ICT Manager.
<b>Role:</b>	The Management, Development and Promotion of the College Library.

### Main Functions:

- Manage physical, traditional and electronic resources in order to contribute to the College's learning targets.
- Update the College Library Policy, as required.
- Create an annual Development Plan, allocate funds and monitor spending, so that resources are used to ensure best value and impact.
- Encouraging positive attitudes to, and facility with, books and other resources; promoting literacy and learning through effective use of the College Library by all students.
- Organising and participating in programmes of teaching progressive information and literacy skills.

### Day-to-Day Duties:

- Determining roles of organisation – necessary paperwork, routines, housing and location of books and other materials.
- Monitor use of Library.
- Classifying and cataloguing.
- Selection of new stock.
- Keeping a check on the balance of new stock to ensure coverage of all subject fields.
- Co-ordinating with other outside agencies, e.g. The Schools' Library Service.
- Control and discipline in the Library, in conjuncture with other (teaching) staff; supervising at 'opening times'; ensuring access at all times of the day; being personally present so far as time allows and organising coverage for other times.
- Regularly helping individuals and groups to locate and use resources; promoting self-reliance and self-confidence.
- Promoting involvement of pupils and parents in the work of the Library, as a social and educational benefit and encouraging parents to be aware of the value of reading.
- Ensuring the accounts are kept as necessary.
- Supervising Library Monitors and instructing them in their duties.
- Uploading of resources to College MLE.

**Basic Skills and Competences:**

- The ability to manage and disseminate information
- A knowledge of the current education framework
- Communication skills
- Information teaching skills
- Budget management skills
- Behaviour management skills
- Good ICT skills

Closing date for completed applications (i.e. completed support staff application form available from the Catholic Education Service [CES] website and a copy of your CV): **Monday, 2<sup>nd</sup> November 2009**

Interviews will take place during the following fortnight.

***NB: At St. Anselm's College we are committed to the safeguarding and promotion of the welfare of all pupils in our College community. All staff have a responsibility to ensure that our pupils feel cared for, valued, safe and respected.***

***All staff have a duty to ensure that pupils are protected from harm and that they are given opportunities to have optimum life chances so that they enter adulthood successfully.***

*October 2009*