

Learning Resource Centre Manager

Based at The Forest Academy - IG6 3TN

LBR 5 (points 12-15) = **£25,578.00 – 26,985.00 (FTE) per annum dependent on experience**

Term Time plus 5 days – 32.5 or 36 hours per week = **£19,752.01 - £23,082.68 (Pro-rated)**

Beacon Academy Trust are currently seeking to appoint a proactive and committed Learning Resource Centre Manager. The Learning Resource Centre (library) is at the heart of the school's teaching and learning ethos. We are looking for an ambitious individual who understand the importance of literacy and is therefore committed to enhancing student learning outside of the classroom and the need to encourage progression and aspiration for all pupils. They will manage the school library provision, support groups in the library and develop literacy across the school.

The Forest Academy is on an exciting journey and we are looking for a Learning Resource Centre Manager who is committed to making a difference to the lives of our students. We have recently been awarded 'School of the Year' by Reading Plus and this success was a key component of the school's Literacy Strategy and we envisage the new post holder to be a key driver of both. The successful candidate will contribute to literacy/library/study focused extra-curricular provision.

The successful applicant will have:

A love of reading and can inspire others to read

Excellent communication, time management and organisational skills

A high degree of innovative ambition to improve our Learning Resource Centre and literacy for all

An approachable, flexible and 'can do' approach to the role

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Interviews and shortlisting will take place at the start of September. If you have questions about the role, or would like to organise a phone call with the Principal, please email

hr@beaconacademytrust.co.uk

We are pleased to announce that Beacon Multi Academy Trust will be working alongside [Benenden Healthcare](#) in offering a Healthcare Plan to its employees. There is no obligation to opt in to the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)



Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.

Learning Resource Centre Manager

Overall Responsibilities

To develop a Learning Resource Centre which is exciting and innovative and which reflects the high quality teaching and learning provision of the school. To create a vibrant, independent learning environment which promotes reading and supports student creativity, achievement and progression. To work independently and with initiative to promote and deliver the key responsibilities within the whole school literacy plan. To run extra curricular clubs after school. To deliver Reading Plus learning. To design and promote learning and reading based internal and national competitions.

General Duties and Responsibilities

- Maintaining a positive ethos of the Learning Resource Centre and nurturing independent learning.
- Ensuring that students develop positive reading habits and that they become lifelong readers.
- Engaging with local and national learning, reading and literacy competitions.
- Taking responsibility for the Study Centre facility: maintenance and health and safety .
- Keeping up-to-date with developments and research regarding libraries and reading.
- Astute selection and management of Learning Resource Centre resources and materials.
- Compiling indexes, bibliographical information and resource packs for student and staff use.
- Promoting, monitoring and celebrating pupil success with the school's e-book platform.
- Developing and maintain the Learning Resource Centre's presence on the school website.
- To manage Reading Plus lessons and interventions.
- Organising Learning Resource Centre programme of extra curricular after school clubs.
- To monitor weekly Reading Plus reports and disseminate to HOY and English HOD.
- To maintain Learning Resource Centre and Reading Plus display boards
- To support the use of ICT and make appropriate use of all equipment and resources.
- To participate in educational visits.
- Managing the Study Centre budget.
- Collaborating with Heads of Departments and Heads of Year in the design and delivery of resources for specific projects and courses.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
Level 3 qualifications or equivalent, along with high levels of literacy and numeracy	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Further professional qualifications	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge / Skills / Experience				
Worked in a school environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worked with young people	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Successful teaching/mentoring/instructing outcomes	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of relevant equipment/resources	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work constructively as part of a team and work independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IT proficient in MS Office	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of recent educational environment	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of improving a school's results to achieve outstanding levels of student performance	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attributes				
Excellent communication: with children and young people and have an understanding of safeguarding and promoting the welfare of young people	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flexible approachable	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Be willing and able to undertake a wide range of duties as required	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Able to adapt and embrace change	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to find innovative solutions to problems/issues	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to relate well to staff, students, parents and public	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to work cooperatively as a positive team member and leader	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A positive, "can-do" approach with colleagues and students	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

