

# Head's Welcome

***Dear applicant,***

I am delighted to welcome you to Idsall School and Sixth Form. Idsall is a thriving and highly successful school where we genuinely believe every student can reach their potential. We put students at the centre of our thinking, decision making and everything we do. Supporting the seven-year journey of our students from year 7 to year 13, we are a large and inspiring group of teachers and support staff.

Everything we do is driven by the desire to ensure all students develop the necessary skills needed to be successful in the rapidly changing world which they are destined to encounter.

We create opportunities for all students to experience and try new things, and develop good friendships and pastimes, which gives them such fulfilment and great memories throughout their lives. Our motto is powerful and effective: "E Glandibus Quercus" "Great oaks from little acorns grow". This is certainly true, with the many highly successful students we have seen go on to great things, some very famous, but everyone having the opportunity to go on to university, apprenticeships and on the right path towards getting great jobs.

Externally recognised as a high performing school, Idsall is an exciting and vibrant place to learn, work and grow. We are working hard to ensure we continue to build on our many strengths to secure outstanding results; and support our students to become outstanding citizens and highly successful in life.

Please take a browse of our website. I am sure you will feel encouraged to apply to this post and become a member of our highly regarded team.

**Michelle King**

**Headteacher**



*Idsall School  
Coppice Green Lane  
Shifnal  
Shropshire  
TF11 8PD*

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## *Job Description and Personal Specification*

<b>Job Title:</b>	<b>Learning Resource Centre Manager</b>
<b>Grade:</b>	<b>7</b>
<b>Hours / week:</b>	<b>33.5</b>
<b>Weeks / year:</b>	<b>Term time + 2 PD days</b>

### **Post overview**

- To create a welcoming and stimulating, student focussed environment for all students in the Learning Resource Centre (LRC).
- Promote and encourage a passion and enthusiasm for literature and reading.
- To work with key stakeholders to support the love of learning via the provision of relevant resources in the LRC.
- To supervise a quiet, well-resourced and tidy learning environment.
- To promote extra-curricular activities within and outside of the school.
- To take responsibility for the planning and progressing of the procurement of LRC resources.
- Responsible to the Assistant Headteacher (Raising Standards).

### **Main Responsibilities**

- Ensure that the learning resource provision reflects the current curriculum and needs of the school.
- Identify and understand students' need for resources and be able to research and source relevant information in a variety of formats, both print and electronic.
- Streamline the LRC resource provisions to ensure operations are efficient, effective and well managed.
- Promote reading for pleasure through book displays, book events and author visits, including activities for the World Book Day.

- Set up LRC specific literacy initiatives that support whole school targets and/or initiatives, working closely with departments.
- Review and develop the LRC to support the School Development Plan, specifically the reading materials in the LRC support the school's Equality, Diversity and Inclusion priorities.
- Participate in the monitoring of LRC services and activities, through surveys and customer feedback.
- Ensure that the learning resource provision is both accessible and attractive to different groups of students, for example, English as an additional language and students with special educational needs.
- Organise and manage the learning resource provision, setting up and regularly updating a comprehensive catalogue.
- Ensure that classification, cataloguing, retrieval and repair of all learning resources is undertaken as necessary.
- Maintain the library as an inviting and orderly resource for students and staff, ensuring a positive working atmosphere at all times and that it complies with health and safety requirements (for example, ensuring that students store their bags safely).
- Support students to develop their research skills by utilising the resources available.
- Recruit and manage volunteer student librarians, organising and monitoring their work; provide opportunity for development.
- Manage and supervise student access, loans and returns.
- Purchase, maintain and renew all forms of learning resource, including books, online resources, magazines, multi-media and other non-book materials.
- Communicate with all staff and students regarding access to online resources. To maintain library systems in conjunction with the IT department.
- Provide advice, training, instructions and/or assist staff and students in the use of the library.
- Establish and deliver an induction programme for Year 7 and Year 12 students relating to the learning resource facilities and to encourage reading.
- To provide induction for new members of the school.
- Ensure data is safely transferred when database system/s are introduced and / or changed.
- Undertake responsibility for all necessary administration relating to all areas within post holder's remit including the collation of statistics or reports required by senior leadership team (SLT).
- Undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within post holder's remit are maintained as required.

- Ensure that financial procedures and activities are carried out as required within the department such as placing purchase orders and authorising invoices for payment. To hold and manage the budget for the library.
- Manage stock-takes of all resources and equipment and ensure inventories are kept up to date.
- Work with the SLT to support engagement with the alumnae network through the archive.
- Keep abreast of developments and changes in post holder's field and communicate to staff.
- Supervise students using the LRC for quiet study, ensuring that the school's Behaviour for Learning Policy is followed, including the issuing of rewards and sanctions. To supervise the appropriate use of the IT facilities in the LRC.
- Be alert to any pastoral issues and to inform the relevant Head of Year of issues that arise.

### **General Duties**

- Provide general administrative support where required, which may include covering reception on an ad-hoc basis.
- Attend, manage or assist in the management of school events out of school hours when required.
- Attend relevant meetings and training events.
- Complete a lunchtime supervision duty within the LRC.
- Undertake First Aid Training and responsibilities as required.
- Understanding of and commitment to the school's policy on safeguarding children.
- Perform any other duties as may reasonably be required by the Headteacher which are considered to be commensurate with the job purpose and grading of the post. This may include, but is not limited to: reprographics, assisting with exams and admissions as necessary including invigilation, supporting any educational initiatives, updating data on SIMS and other systems, reception duties.

This list is not exhaustive, and it is expected that the role will constantly be developed to meet the needs of the students and the school.

Signed by: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_ Dated: \_\_\_\_\_

Next review date: \_\_\_\_\_

## Person Specification

Criteria	Essential	Desirable
Qualifications/training	<ul style="list-style-type: none"> <li>Educated to A Level or the equivalent level of attainment gained through professional experience</li> </ul>	<ul style="list-style-type: none"> <li>Degree level qualification</li> <li>Librarian qualification</li> </ul>
Skills/knowledge and experience	<ul style="list-style-type: none"> <li>Knowledge of library systems</li> <li>Excellent interpersonal skills</li> <li>Excellent oral and written communication skills</li> <li>Excellent organisational skills</li> <li>Effective and efficient in the use of Microsoft Office tools (Word, Excel, PowerPoint etc.)</li> <li>The ability to prioritise tasks</li> <li>The ability to relate well to young adults</li> <li>The ability to work independently and as part of a team, understanding your own role and responsibilities and those of others</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an education setting</li> <li>Evidence of improving the literacy of young people</li> <li>Experience of working in a secondary school</li> <li>Knowledge of School Management Information Systems (SIMS)</li> <li>Knowledge of up-to-date child protection practice and legislation</li> <li>Effective and efficient in the use of Google docs / Google forms and Google sheets</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Caring and committed to the needs to young people</li> <li>To be proactive, innovative and versatile with a high level of drive, energy, enthusiasm, resilience and integrity</li> <li>A high-profile role model with a strong, visible presence and a professional approach that demands excellence, earning the trust and respect of the school community</li> <li>Motivated with the ability to work independently within recognised frameworks</li> <li>Resilient with the ability to work and remain calm under pressure</li> <li>Flexible approach to working practice in line with the needs of the school and students</li> <li>Reliable and punctual</li> <li>Pro-active in seeking own learning and development opportunities to enhance role</li> </ul>	

This post is a designated customer facing role and under the fluency duty requires a specified level of spoken English as stated in the person spec and in line with our policy.

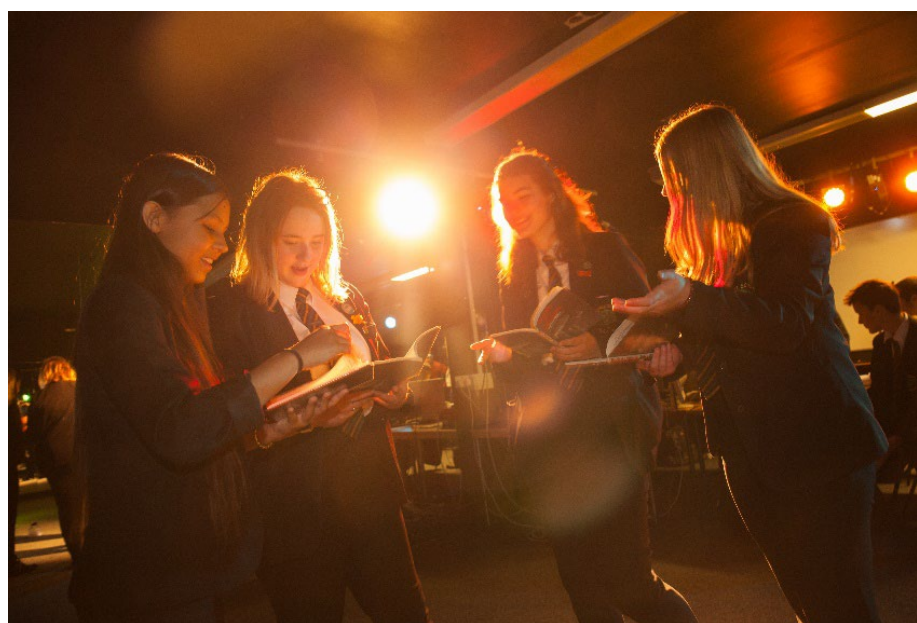
## *The Process*

To apply for the role, please write a letter of application to support a fully completed application form and names of two referees to:

The Head  
Idsall School  
Coppice Green Lane  
Shifnal  
Shropshire  
TF11 8PD

Please mark the envelope 'FAO: Mrs Seona Davies in the top left-hand corner. Applications are also accepted via email to [jobs@idsall.shropshire.sch.uk](mailto:jobs@idsall.shropshire.sch.uk)

Closing date for applications is **12 Noon on 26th May 2022**. Interviews will be held from **6<sup>th</sup> June 2022**.





## *Staff Benefits*

### **Work Life Balance**

Enhanced annual leave entitlement, plus paid bank holidays. Flexible working opportunities. Special leave provision. Maternity/Paternity/Shared Parental Leave and Adoption Schemes.

### **Pension Scheme**

Auto enrolment. Available for all employees. You will receive full details of the scheme when you commence. All schemes include death in service benefits.

### **Training and Career Development**

Access to on-going training and development. Annual staff appraisal system.

### **Annual free flu vaccines (all staff)**

### **Free Employee Counselling Service**

This counselling service is completely confidential and available to all staff employed by Idsall. This can be used for guidance on a wide range of lifestyle issues and problems such as debt, stress, marital, bereavement and financial worries.

### **Childcare Voucher Scheme**

Working parents are entitled to help with the cost of their childcare through a salary sacrifice scheme. This enables you to take part of your salary as childcare vouchers on a tax and NI contribution free basis.

### **Cycle to Work Scheme and Secure lock up**

This can give you big savings on the cost of a new bike. It is a tax incentive scheme aimed at encouraging people to cycle to work thereby reducing pollution and improving health. A secure lock up area is also provided.

### **Corporate Eye care System**

If you are a regular VDU user, you will be entitled to routine eye examinations and provided with a contribution towards VDU glasses if these are prescribed.

### **Excellent Sports Facilities**

Staff may use the school facilities for booking sports activities.

### **Subsidised Canteen**

Open for breakfast, food and drink available throughout the day, plus a choice of cooked meals with dessert, baked potatoes, pasta or curry and sandwiches – cashless system.

### **Library**

We have a well-stocked school library that offers a variety of books and DVD's.

### **Staff Car Parking on Site (also spaces for motorcycles and secure areas for bicycles).**

# *An Exciting Place to Learn*

We have a well-deserved reputation for our high standards in teaching and academic achievement. At Idsall School, we aim to provide a great variety of opportunities; academic, social and cultural, in order to challenge students to develop and achieve their personal best.

We ensure that every student gets the best possible opportunities and education allowing them to succeed and flourish. Learning is at the heart of all we do. Through high quality teaching, we ensure every students' talents and abilities are catered for, allowing them to not only excel academically but also to become independent in their learning and prepare them for the next stages of their life.

We value and strive to develop both the academic learning skills and personal skills of our students so that they can be a positive member of the local and global community. Our teachers and support staff are highly skilled in understanding the needs of every child; and are committed to providing each of them with the very best learning experience in an environment where they feel secure and happy.

Our academic results speak for themselves. In 2019, at GCSE 82% of students gained at least 9-4 (A\*-C) in English, and 81% of all students gained at least 9-4 (A\*-C) in Maths. Overall, nearly 21% of all grades were 9-7 (A\*-A); while at A Level 50% of grades were A\*/B. In 2020, we are very pleased with our Centre Assessed Grades awarded to both GCSE and A Level students. They reflected the hard work shown by our students in a difficult period.

More importantly we are a very happy school. The relationship between staff and students is exceptional; although very busy and, at times, pressurised, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.

## Learning

In Years 7 to 9, Idsall School offers a curriculum that is structured with clear objectives of what we want students to know and do by the end of each course. This curriculum is aimed at developing our students' personal learning and thinking skills as well as encouraging their resourcefulness, resilience and teamwork. English, mathematics and science are complemented by physical education, the arts and humanities, modern foreign languages, design and technology and ICT.

Teaching at Idsall School is constantly developing to ensure that all students are supported to achieve their personal best. We have consistently high expectations of both ourselves as teachers and our students. We maintain high levels of student engagement through the use of stimulating and imaginative learning strategies that develop resilience, confidence, collaboration and curiosity.

Regular checks are made to track each student's progress against their own personal learning targets. Students receive regular feedback on their work and progress. This feedback is designed to support the student to recognise what they have done well and what they could improve on to achieve the next steps in their learning. Progress is discussed with students by tutors and the results are reported termly to parents in a clear format showing strengths; and identifying areas for improvement. Additionally, when work is marked, teachers will identify how well a student has done and importantly, how that work can be improved. We thus constantly strive to ensure that a student reaches his or her full potential.

Students are placed in groups or bands for most subjects based on prior attainment levels and grades achieved in progress tests completed during the year.

In Key Stage 4 (Years 10 and 11), the range of subjects and courses available to students opens up to allow each student to make choices which they find interesting and relevant to their future careers. An options booklet provided during year 9 sets out details of all the courses on offer, and students make a guided choice to construct their personal programme of study in full consultation with parents and staff.

The opportunity to progress to A Level studies in our own successful Sixth Form is a tremendous advantage for Idsall students; and is a stimulus for them to aim for the highest grades at GCSE. Sixth Form students make a valuable contribution to the life of the school, helping to run clubs and organise charity events, and supporting the younger children in our school community.