



Wyvern
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Learning Resource Manager



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Learning Resource Manager at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. That's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. Here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensuring everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instilling a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensuring all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining Wyvern Academy and Consilium Academies. This post gives you the exciting opportunity to join a strong and developing team in a vibrant, happy, inclusive school and to make a real difference to the lives of our young people, being ready to be successful in their next chapter. I hope this provides some useful context and helps you to decide whether you would be a good 'fit' within our school and Trust.

Our most recent Ofsted and IDSR report from 2019 are now considerably out of date and do not reflect the school you see today. We have made great strides in leaving this behind in the last year. We are a school that is seeking to meet and exceed our PAN (140) in September 2023. We are anticipating that our Year 7 student numbers increase by 15% for September 2022, and are collectively working very hard in order that our student recruitment realises our aims.

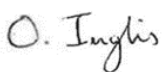
We have undertaken a great deal of work since September 2021 to fully review the Vision and Values for the school in order to support rapid improvement. We are at an exciting time where we have recently recruited into areas of our provision that was underdeveloped, such as whole school literacy and personal development and are already beginning to see the 'green shoots' of opportunity flourish. Our leadership team has increased in capacity - a new Deputy Headteacher who has joined us, with a new Assistant Headteacher joining us in September 2022. Some other notable highlights are our extensive work on our curriculum in order that the intent and implementation supports a much improved impact; the great focus on reading as a passport to lifelong learning and being part of 25 minutes of every school day and the commitment to accommodating the needs of all learners, always.

We have an excellent CPD and induction offer for our staff that is supported by our Centre for Professional Learning (CfPL): at any point in your career, you will be well looked after.

Wyvern Academy really is a great place to work and we are proud to be part of the Consilium Academies Trust of nine schools. Our most recent staff and parent surveys highlight this: 94% would recommend the school to another parent; 89% agree that the school has high expectations for their child; 96% say their child feels safe at this school; 100% of staff feel that this is an improving school; 93% of staff felt that senior leaders and line management help and support them in their work. A recent report by our Trust improvement partner demonstrates our current climate for learning: "Pupils are bright-eyed and keen to learn across subjects, year groups and ability sets. Pupils' behaviour in class, and their relationships with each other and adults in class are great."

Our students are truly fantastic and they deserve an excellent appointment. We really care about them and their futures and pride ourselves on excellent relationships. You can see them - and us - and get a better sense of what we are about on our website here.

I hope that this is the right opportunity for you; good luck with your application.



Mr Owen Inglis

Headteacher – Wyvern Academy



About the Academy

Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome and Cockerton area of Darlington, County Durham, England. We are looking for an exceptional candidate to join us on our journey to becoming a truly outstanding school.

At Wyvern Academy, our school's vision, in the work that our school community conducts is that we achieve 'Excellence in all that we do'. We have a vested interest that all students 'reach for the stars' and that every one of our students receive a world-class education.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

At Wyvern Academy, we believe in:

Partnerships – Collaboration is the key to success. We work together to deliver on the promise set out in our mission statement.

Opportunity – Our aim of "Enriching Lives, Inspiring Ambitions" applies to all members of our Trust community, with our inclusive approach delivering a breadth of opportunities to give each individual the chance to fulfil their potential and prosper.

Integrity – Through our student-centred approach, advantage and ability are never seen as a ticket to involvement. We believe in every child's right to high-quality education and access to amazing opportunities – irrespective of their individual circumstances. Integrity at Consilium means always putting students at the heart of everything we do.

Equity – We are truly inclusive, believing passionately that every student should be given the skills and support needed for them to meet their full potential. We are aspirational for all of our students, and we will ensure every student has the opportunities they need to achieve the highest of ambitions.

Excellence – We don't settle for second-best, our standards are always high and we support everyone across the Trust to achieve them.

People-Centred – We genuinely want the best for each member of Consilium, that's why everyone is treated with the highest level of respect. Our inclusive culture inspires us to be bold and engenders trust. It brings us together in ways that help us make a difference

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provides direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.

Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.



About the Role

Job Title: Learning Resource Manager

Contract: Permanent

Start date: September 2022 or earlier by agreement

Hours: 20 hours per week. Monday – Friday, term time plus 1 day

Salary: Grade 4 (spine points 6 – 8), Actual Salary £9,764 - £10,158

We are looking for an exceptional candidate as Learning Resource Manager who shares our values and has the vision and ethos to join us on our journey to becoming a leading educational establishment, both regionally and nationally.

We are seeking a candidate who will support and manage our Library and the reading programmes that take place; supporting our students in order that they are able to make excellent progress in this area of provision which has improved significantly since September 2021. We are looking for a candidate who is a natural advocate for the love of reading.

If this sounds like you, and you would like to work for an innovative and collaborative Trust, you can learn more about this unique opportunity and Consilium Academies, by visiting www.joinconsiliumacademies.co.uk

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is Friday 10th June at 1200pm.

Interviews will take place the week commencing the 13th June.

To apply please complete the application form. We ask that all completed application forms are sent by email to Carole Moran at carole.moran@consilium-at.com by the closing date and time quoted above.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Learning Resource Centre Manager
Grade	Grade 4
Reports to:	Associate Assistant Headteacher – Quality of Education
Based at:	Wyvern Academy

Main purpose of the Role

- The management, development and promotion of the learning resource centre to ensure that an effective service is provided to all students and staff, developing a love and appreciation of reading.
- To facilitate an increased standard of literacy for all students, particularly those not yet achieving expected standards.
- To support and encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills.

Core Responsibilities & Tasks

- To assist the literacy leads to create, implement, monitor and evaluate a highly effective literacy strategy so that it reflects the educational aims and objectives of the school and trust community.
- To plan and oversee the organisation of the resource centre, including the use of it within the literacy strategy
- To coordinate the delivery of; and track the impact of Accelerated Reader, Lexia and phonics and group reading and numeracy programmes.
- To deliver small group literacy intervention to identified students using literacy intervention programmes
- To liaise with curriculum and SEND leads to measure the impact of interventions for all students, particularly those requiring additional support.
- To manage the selection, acquisition, organisation, promotion and maintenance of books and non-book resources to cover the full age and ability range of the school community and ensure equality of opportunity for all students and staff.
- To arrange materials for effective retrieval, including systematic indexing, classification and cataloguing of all resources to staff and students as appropriate.
- To work with curriculum and SEND leads to provide guidance and assistance, to students, staff, parents and carers regarding the appropriate strategies for the selection of information resources, the effective use of reference material, the compilation of resource lists and the choice of literature and materials.
- To liaise with curriculum and SEND leads to support, monitor and evaluate the progress of targeted students within literacy lessons.
- Support the AAHT Teaching and learning and AHT SENDCo in following designated systems to audit, monitor and evaluate literacy provision for targeted students, adopting and adapting improvement strategies as required.
- To prepare resources for the promotion of reading and to encourage active reading participation.
- To liaise, and maintain good working relationships with other staff, parents, carers, outside agencies etc. as required.
- To promote respect, self-esteem and a positive, inclusive ethos for all students and staff throughout the school.
- To maintain a high standard of display and promotional material to enhance the appearance of the resource centre in order to provide an attractive environment conducive to achieving optimum use.
- To support students using the resource centre for home/independent study.
- To plan and deliver extra-curricular activities for students to encourage active resource centre use and engagement in reading including developing student leadership opportunities.
- To liaise with teaching staff where relevant in the planning and development of schemes of learning linked to language, literacy or information skills.
- Attend, facilitate and contribute to meetings relevant to post.
- Organise before/after school clubs relevant to post.

- Any other duties that may reasonably be regarded as being within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.



Person Specification		
	Essential	Desirable
Experience		
Very good Numeracy/literacy skills (equivalent to Level 2 English and Maths).	X	
Experience of working with children of relevant age in an educational setting.	X	
Qualifications/Training:		
GCSE in English & Maths at Grade 4 or above (or equivalent)	X	
Previous training in reading programmes (eg Accelerated Reader)		X
Knowledge/Skills:		
Ability to relate well to children and adults within an educational setting.	X	
Competent IT skills (Word, Excel, email, specialist software)	X	
Excellent communication skills with students, staff and parents.	X	
Ability to work to deadlines	X	
Ability to physically manage a school library and the upkeep of the resource area	X	
Knowledge of children/young adult fiction, enthusiasm and love of reading and the ability to convey this to the students	X	
Ability to set and deliver high expectations and embed a culture of reading amongst staff and pupils	X	
Willingness to participate fully as a member of a learning support team, being an effective team member who demonstrates resilience, motivation and commitment to drive up standards.	X	
Willingness to participate in extra-curricular activities and go above and beyond for our students		X
English Fluency		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English or Welsh by a recognized institution abroad (and from September 2017 this includes Welsh second language GCSE)		X