

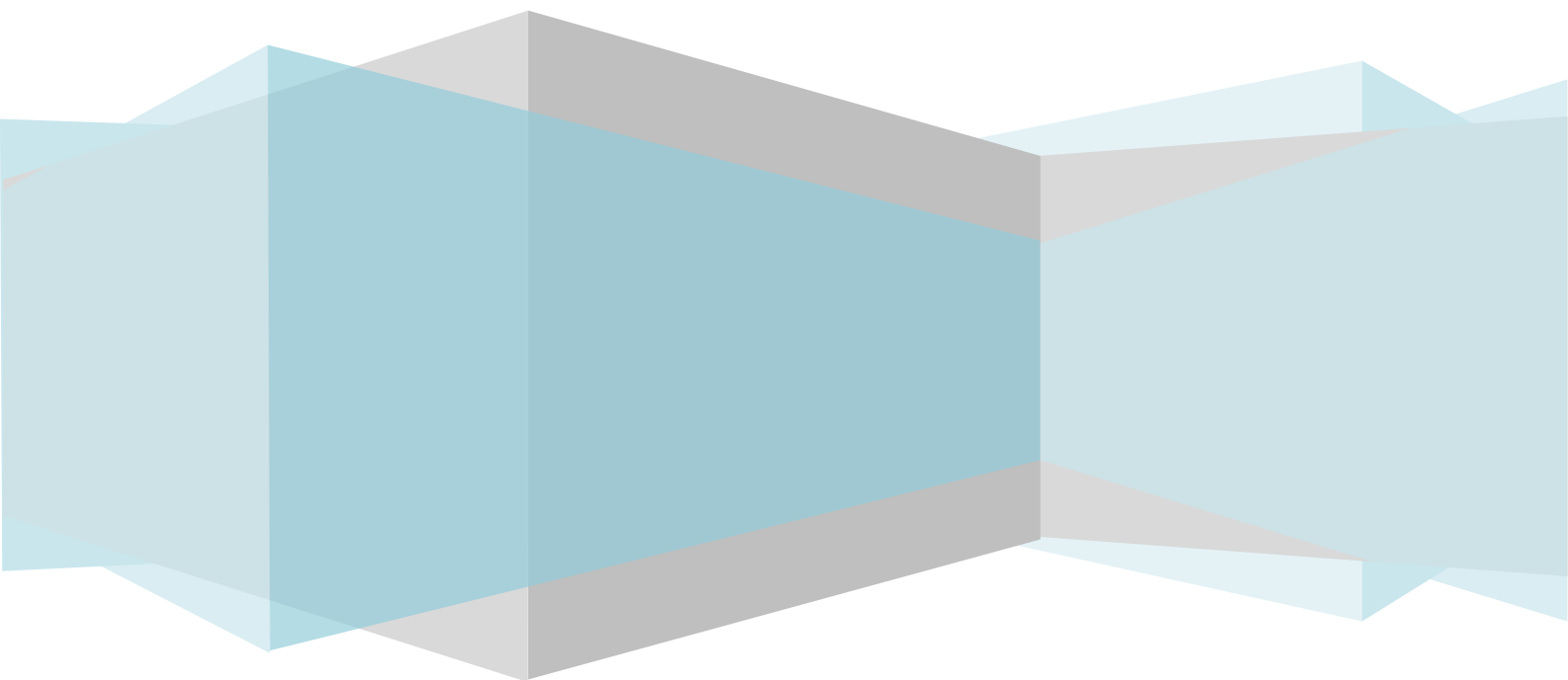
Rye College, Part of Aquinas

www.aquinastrust.org

Application Pack

Library and Learning Resource Officer

Required: ASAP





Library and Learning Resource Officer

We are seeking to appoint an enthusiastic, energetic and adaptable Library and Learning Resource Officer.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Our ideal candidate will:

- Have experience or interest in working in an educational setting;
- Have the ability to multi-task under pressure and able to juggle tasks at once;
- Have excellent organisational ability and the ability to effectively prioritise workload;
- Have excellent face to face customer service skills/experience;
- Have experience of resource ordering and dealing with suppliers;
- Have excellent attention to detail, who picks up on mistakes and rectifies problems before they arise;
- Demonstrate a willingness to become involved in the life of the college;
- Be enthusiastic, energetic and open to innovation;
- Have integrity, optimism and a good sense of humour;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A college in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit to our college prior to application.

Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



The Application Process and Timetable

Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **12 noon on Monday 28th Sep 2026**

Opening Mornings

There are scheduled open mornings for candidates or you are welcome to visit out of hours by arrangement with office@ryecollege.co.uk (College Office).

- Open morning: **By arrangement**

Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Interviews

Candidates will be invited for interview.

- Interviews: **Tuesday 6th October**

Appointment

All candidates will be contacted following interview.

Applying

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to hrassistant@ryecollege.co.uk. Alternatively, submit your application to **Headteacher, Rye College, The Grove, RYE TN31 7NQ.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust, you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



September 2026

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. At Rye College, we are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change improving the standard of education and facilities at Rye College – ideal for ambitious and talented teachers to truly make a difference and build upon our most recent Ofsted good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. We offer excellent opportunities for those who can deliver in the classroom and wish to progress their career.

We work to instil a sense of responsibility in all our students – a sense of ownership of their learning, of their college, of their actions and of the consequences. In today's complex world, children need both the knowledge and skills to compete in a global market place but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate individuals.

Our curriculum offer is simple: broad and balanced with an academic core. It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, maths, science and the humanities with a broader offer of suitable academic, vocational and technical qualifications. In recent years, our students have found much success in the creative arts – and this is a commitment we see in our curriculum offer for the next academic year.

We are looking to recruit experienced and newly qualified teachers who want to raise standards through the creation of vibrant and innovative classrooms. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build an amazing college that delivers excellence for every one of our students.

In your application, please outline why you would like to join Rye College, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,

Dom Downes
Headteacher



Overview

Details

Remit:	Library and Learning Resource Officer
Salary:	Grade 7 Point 18 £29,668 FTE; Actual £25,406.14 p.a.
	Monday – Friday, 37 hours per week, term time only
Accountable to:	Head of English

The College

Our mission at Rye College is to 'create bright futures for all'. With this in mind, we work hard to ensure that every child is happy and well supported on their educational journey with us. We want every child to grow and flourish in our care.

Our college is set in the attractive heart of 1066 country and is a place where students feel safe and have space to learn. We pride ourselves on being a close knit community where students are known as individuals and where their talents are nurtured.

We are part of a family of schools that serve the young people of Rye from two to sixteen years of age, truly making us a 'local community college'. We are driven by a pursuit of high academic standards regardless of start points and a desire for all students to experience an exceptional education.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Since November 2018, Rye College has been part of Aquinas - an educational trust of eleven schools in the south-east; we believe our students will benefit enormously from our shared ambition to excel. We are proud to be working together with Aquinas to build on our reputation for supporting students in realising their potential and going on to lead fruitful and productive lives.

As an organisation we focus on the professional expertise of our teachers and associates, providing continuing professional learning for colleagues in all roles. We believe our students benefit from creative approaches to teaching and a shared ambition to succeed.

We are proud of the positive reputation our schools have for supporting youngsters in realising their potential and going on to lead fruitful and productive lives.



Job Description

Librarian and Learning Resource Officer

Main Purpose of the Job

Be responsible for the management of the library and school learning resources;

Use library systems to provide oversight of learning resources across the college, stock levels, purchase plans, maintenance and replenishment etc;

Provide a visually stimulating and friendly atmosphere to promote reading for pleasure and access to resources for all members of our community;

Manage the library to ensure it is an integral and effective part of the education process, meeting the needs and ethos of the college within available resources;

Take overall responsibility for the management of the library including internal fitting and stocking and ensuring the purchase and organisation of resources is appropriate to the learning needs of students and colleagues;

Assist students to develop reading, independent learning and research skills and to contribute to curriculum development including the sourcing of learning resources and materials;

Supervise and support students in their development of reading for learning ability;

To undertake first aid training and act as part of the first aid rota.

Main Duties

Strategic Leadership

Create and implement library systems that reflect the educational aims and objectives of the college, reflect best practice and comply with data protection, copyright, health and safety legislation and the existing policies of the college;

Use such systems to monitor and track learning resources across the college bringing about further organisational effectiveness and ensuring value for money in purchasing decisions;

Maintain the library database recording borrowing and lending according to data protection regulations and guidance, using this information to develop a coherent purchasing strategy for the library;

Take responsibility for and manage the library budget, including the preparation of budget bids and projected spending;

Provide reports and management information to the leadership team as required.

Curriculum, Teaching, Learning and Assessment

Select, acquire, organise and promote a wide range of resources in a variety of formats, traditional, electronic and multimedia, to support teaching and learning throughout the college, and where appropriate the equipment to access them;



Maintain a well-organised, accurate and up-to-date database of all library resources and ensure these resources are signposted to support teaching, learning and assessment across the curriculum;

Work with the SENCo to plan activities for students with SEND or EAL, reluctant readers and other students who require additional support;

Assist in the delivery of reading intervention strategies across the college;

Ensure that a range of services and resources are available at key times of the year to support independent learning (including revision);

Managing the Environment

Promote an exciting and harmonious learning environment, rich with student's visual art, posters and an assortment of topical displays and information;

Organise and maintain a welcoming, orderly and stimulating environment for curriculum based and independent learning, ensuring its effective use by classes and individuals;

Enable the provision of a wide range of resources to cover the age and ability range of the college community, ensuring equality of opportunity for academic achievement, skills development and leisure use.

Continuous Professional Development (CPD)

Be responsible for personal professional development, making full use of advisory services.

Maintain a high level of current awareness regarding:

- Learning skills development.
- Children's literature and reading development.
- Information services management.

Participate in training and other learning activities as required.

Participate in the college's appraisal system.



Person Specification

	Essential Criteria
Key Skills & Abilities	• Focused on the library being at the centre of teaching and learning. • Excellent interpersonal and communication skills. • Able to converse at ease with customer and provide advice in accurate spoken English. • Good organisational skills with the ability to prioritise and timetable tasks, produce rotas etc. • Ability to supervise, train and motivate others. • Ability to manage a varied workload and to meet targets and deadlines.
Education & Qualifications	• Educated to GCSE (A* to C) or equivalent qualifications/experience. • Professional library qualification (desirable)
Knowledge	• Effective staff supervision. • Managing resources and premises. • Monitoring standards to ensure the delivery of high-quality services. • Monitoring and complying with budget requirements.
Experience	• Library services (desirable). • Working with young people. • Sharing skills, knowledge and learning with colleagues.
Personal Attributes	• Proactive approach. • Self-motivation. • Ability to deliver excellent customer service. • Ability to respond positively and proactively to unexpected problems and situations. • Willingness to learn new skills and exploit new technologies. • Approachable, patient and diplomatic.
Other	• Ability to undertake manual handling tasks.



Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	X
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	