

May 2024

Dear Applicant,

Thank you for your interest in the post of **ILC Manager**

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Benefits summary
- Application and Monitoring Form

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

#### **Completing and returning your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

The closing date for receipt of applications is **Monday 13<sup>th</sup> May 2024 at 9am.**

#### **Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted by **17<sup>th</sup> May 2024**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews on Tuesday 21st May 2024 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

*'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'*

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

*'It is a supportive, positive, happy environment, which is great for both students and staff.'*  
*'As a member of staff I am given autonomy but always know that guidance, direction and support is available'*  
*'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'*

The College currently employs around 220 teaching and support staff on both a full and part time basis.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

## ILC Manager

The College is eager to appoint a suitably qualified ILC (Independent Learning Centre) Manager.

Working Full time, Term-time plus 2 weeks (41 weeks). Mondays 8.15am-5.00pm, Tuesdays 8.15am-5.00pm, Wednesdays 8.15am-4.15pm, Thursdays 8.15am-5.00pm and Fridays 9.00am-3.00pm.

## The ILC

- The ILC (Independent Learning Centre) offers students a well-stocked library of physical and digital resources. It contains over 20,000 books, including a wide range of course-specific textbooks, fiction, and general information. The collection also includes a DVD library, and a wide selection of journals and magazines.
- The range of online resources has grown considerably in recent years. The ILC Library provides access to over 350 eBooks, along with many subject-specific websites and journals. Students and staff also have access to newspaper archive websites and to 'PressReader', which gives them access to more than 7,000 of the world's top publications.
- The Heritage Online Catalogue can be accessed in College and from home our eBooks can be used at home via the Shibboleth login.
- The ILC is split over two floors of a modern, spacious, and purpose-built building. The Main Floor contains over 70 computers for students to use, along with space for students who bring their own device. Soft chairs are also provided for reading, and the atmosphere is one of quiet study. The Silent Study Area, located on the second floor, is a supervised area for silent work and contains over 90 desktop computers.
- The second floor of the ILC building is shared with the Learning Support Department. The ILC Library team work closely with Learning Support to supervise this area and support individual students.
- The ILC is proactive in supporting academic departments by adding new requests for resource from teachers, managing online subscriptions, and updating departments about relevant new releases. The ILC Library also works close with individual students, particularly those completing an Extended Project Qualification (EPQ), to help them find appropriate resources.
- The ILC Library team consists of the ILC Manager, a Silent Study Supervisor, and six part-time Library Assistants.
- The ILC is open to students from 8.30 am to 5.00 pm, Monday, Tuesday and Thursday, and 8.30 am – 4.00 pm, Wednesday and Friday (term-time only)
- The appointment is on a full-time basis (36.42 hours a week), term time only plus one week outside of term time. This additional week would normally be worked during the May half-term holiday, when the ILC Library is open for student revision.

## JOB DESCRIPTION

<b>Job Title:</b>	ILC Manager
<b>Line Manager:</b>	Director of Faculty (Teaching and Learning Lead)
<b>Responsible For:</b>	Library Assistants

### Summary of Job

To manage the Independent Learning Centre and its staff ensuring that it provides an excellent resource to best support students with their learning. To assume specific responsibility for all activities associated with the work of the ILC.

### Responsibilities

#### To manage the Independent Learning Centre (ILC)

- To manage the ILC in a manner which encourages independent learning, both in the physical and virtual learning sense
- To ensure strategies are in place to enable students to identify, locate and access the information and resources they need.
- To ensure that an appropriate working atmosphere in the ILC is always maintained.
- To manage and promote an increasingly wide range of resources in a variety of formats, hard copy and electronic.
- Organise the design of PowerPoint slides for the Student Bulletin and relevant library displays.
- To manage and keep the ILC Library portal (SharePoint) site up to date.
- To undertake stocktakes and ensure hardcopy resources are kept relevant and up to date.
- To oversee the use and maintenance of the Heritage Library management system database and e-book platforms
- To arrange induction courses introducing students and staff to the ILC resources and services
- To take responsibility for informing students in advance of any ILC closures and alternative places to study/work.

#### To be responsible for the deployment and management of the budget and allocation of ILC resources

- To take responsibility for the monitoring of the day-to-day budget for the ILC
- As far as possible, to maintain the stock, minimising losses through appropriate checking and security systems.
- To plan and implement an appropriate purchasing policy for books, learning media including hardware and software, and information within financial constraints.
- To analyse and report on current issue and trends in library and information services.
- In liaison with the Director of Faculty, keep informed of curriculum development in college and to advise staff on suitable resources.

#### Staff Management and Administration

- To take responsibility for the line management of the Library Assistants, co-ordinating the staff team, ensuring appropriate cover is always available.
- To induct new and support new Library Assistants as appropriate.
- To ensure that the Department's views are expressed at the relevant management meetings.
- To carrying out the Professional Reviews of the Library Assistants and ensuring they have relevant training as required.

## Other Duties

- To participate in the College Professional Review Scheme and training programmes
- To attend S7 Learning Resource Centre Managers meetings
- To attend all College Open Evenings
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College Policies
- To do other tasks as reasonably requested by the Principal from time to time.

*This job description may be varied according to the needs of the College from time to time*

## PERSON SPECIFICATION FOR POST OF ILC MANAGER

The successful candidate will have the following essential qualifications, experiences, skills and qualities:

### Essential Qualifications

- Degree Level Qualification

### Essential Experience and Skills

- Excellent communication and interpersonal skills
- Working in a busy environment and under time pressure
- Proactive, self-starting and able to manage own time
- Experience of working effectively as a part of a team
- Experience of producing and managing a budget
- Excellent IT skills including Microsoft 365 and experience using relevant library catalogue software e.g. Heritage

### Essential Professional Qualities

- Demonstrate the ability to be proactive and creative
- Have a strong desire to understand student and staff needs in relation to learning resources
- Strong attention to detail
- Flexible and adaptable
- Regularly demonstrates initiative and continuous desire to improve
- Affinity with young people 16-19

### Desirable

- Relevant Librarian Qualification e.g. MCILIP accreditation
- Have previous experience of working in a school, college or public library in a similar or related role.

Last review date: May 2024

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

## Godalming College Support Staff Payscale March 2024

*Additional Surrey Allowance on all points of £1222 per year*

Scale 1	18	21725
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Scale 2	19	21874
	20	22312

Scale 3	21	22735
	22	23175
	23	23640
	24	24464
	25	25299

Scale 4	25	25299
	26	26123
	27	26950
	28	27774

Scale 5	29	28574
	30	29374
	31	30317
	32	31251

Scale 6	33	32291
	34	33357
	35	34424
	36	35486

Senior Officer	37	36454
	38	37422
	39	38391
	40	39362
	41	40328

Management 1	42	41298
	43	42265
	44	43332
	45	44398
	46	45460

Management 2	47	46525
	48	47691
	49	48755
	50	49913
	51	51077

Management 3	52	52238
	53	53401
	54	54568

Management 4	55	55757
	56	56973
	57	58220
	58	59494
	59	60793
	60	62123

Management 5	61	63481
	62	64868
	63	66286
	64	67735
	65	69217

### Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

### To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

### Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42

updated 01/03/2024