



Head of Learning Resources

Recruitment Information

Employment Status	Full Time / Term-Time
Required From	September 2018
Job Location	College Site, Stanstead Road
Salary	£31,000 - £33,000 FTE
Application Closing Date	Friday 18 May 2018
Interviews Week Commencing	Monday 21 May 2018



WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett
Headmaster

ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



Inclusion and Enrichment

Inclusion and Enrichment at St Dunstan's College is based in the Learning Resources Centre. The team is managed by the Assistant Head (Inclusion and Enrichment), who is a member of the Senior School Leadership Team.

Inclusion and Enrichment ensures all students access the wide ranging curricular programmes on offer at St Dunstan's, and reach their full potential. The team includes our coordinators of students with Special Educational Needs or Disabilities (SEND), of those identified as Gifted, More Able, or Talented (GMAT), and of those who speak English as an Additional Language (EAL).

Within the Inclusion and Enrichment Team sits Learning Resources. This encompasses both the space of the Learning Resource Centre (LRC) and its staff, and the human learning resources of academic mentoring and reserve teaching provided by the Inclusion and Enrichment Team.

The Head of Learning Resources will take full ownership of the Learning Resource Centre (LRC), utilising and managing the LRC staff to aid in their vision and strategic implementation. The Learning Resource Centre (LRC) is the academic hub of the College, and is used by all students for learning and support. The Head of Learning Resources will coordinate our Academic Societies, many of which take place within the LRC.

The Head of Learning Resources will also manage the human resources provided by the Academic Mentor and any Reserve Teachers appointed to the College.

The Inclusion and Enrichment team is highly collegiate, working collaboratively and creatively to ensure student need is met in an academic rigorous yet caring and individual way.

All members of the Inclusion and Enrichment team have their own working space and computer. The coordinators of SEN and D, GMAT, and EAL all teach in various subject departments in addition to their coordinator role, which allows other teaching colleagues to observe innovative strategies at work in the classroom as part of teachers' collective professional development. In addition, various staff training and professional development activities occur with the LRC.

Head of Learning Resources

Responsible to: Assistant Head (Inclusion and Enrichment)

Employment

This appointment is: Term time (+ 6 weeks which includes 14 LRC Saturday Mornings)

Actual Salary: £27,864 - £29,662

- This is a term-time post (+ 6 weeks), working 37.5 hours per week, inclusive of 0900 – 1300 on the LRC Saturday Mornings
- Hours are normally 0800 – 1600 Monday to Friday, with some flexibility depending on the needs of the School.
- Attendance at INSET and Open Days.

The College wishes to appoint a skilled, competent, authoritative, and well-organised individual to work closely with the Assistant Head (Inclusion and Enrichment) to ensure delivery of an outstanding service within the Learning Resource Centre and manage the academic mentoring and reserve teaching the Inclusion and Enrichment team provides for the College.

JOB DESCRIPTION

The Head of Learning Resources will, under the direction of the Assistant Head (Inclusion and Enrichment), lead on the strategy and implementation of our Learning Resource Centre, Academic Societies, and human learning resources provided to the College Community, managing a team of staff to implement their objectives. As a collegiate individual, the post-holder will collaborate significantly with our wider Inclusion and Enrichment team and other academic and co-curricular leaders in the College.

The following list is not exhaustive, but serves as an indication of what this middle-management role encompasses.

- Ensure robust systems are in place for the effective staffing of the LRC, and its logistics for resource management and allocations. This includes responsibility for our LRC collections through the selection of appropriate resources in a variety of media, including cataloguing and classification, and reviewing as appropriate.
- Leading on the ownership of the LRC as a place of academic, explorative, and independent learning for our students.
- Line-manage the work of the LRC staff and human learning resources (Academic Mentor and any Reserve Teachers) within the Inclusion and Enrichment Team.
- Develop administrative systems for the LRC, and inspiring a passionate love of learning in students.
- Ensuring a culture of 'behaviour for learning' permeates through the LRC, and developing the management skills of other staff within the LRC environment to maximise this outcome.
- Lead on the strategic development of the Learning Resource Centre for wider student engagement, working with the Assistant Head (Inclusion and Enrichment)
- Ensuring those students on reduced subject profiles are effectively supervised, motivated, and supported by the Academic Mentor
- Ensuring high standards of professionalism within the LRC and academic mentoring areas.
- Oversee the Academic Societies programme for the senior school, working with other coordinators and wider leadership teams (in particular, the Co-Curricular teams) to ensure the effective running of these enrichment activities for students.
- Have a broad knowledge of the stock which is contained within the LRC and be able to direct users to books and information resources when required.
- Responsibility for the LRC budget.
- Liaising with academic middle leadership (Heads of Department) to develop and implement a clear strategy for the location of enrichment resources within the school, leading the towards a common culture among departments for this (working with the other Inclusion and Enrichment coordinators)
- Liaising with the Junior School leadership teams to enhance our provision of Junior School learning opportunities in the LRC.

- Coordinating our 'Opening Minds' enrichment lecture series, including the invitation of prominent speakers of academic interest to our students.
- Working closely with the Head of Careers to ensure the LRC complements our provision of preparing students for the world of work.
- Lead on the further development of student leadership with the LRC.
- Training of staff in the effective administration of the Learning Resource Centre and its logistical systems.
- Overseeing the induction programme of new students and staff to the LRC and the opportunities it offers to all members of the College community for academic enrichment and interest.
- Leading on the implementation of creative ICT concepts into the LRC, working with the ICT leadership

teams to enhance our provision of digital learning.

- Keeping well informed of relevant professional developments within appropriate fields.
- Together with other colleagues in the Inclusion and Enrichment team, enhancing our culture of reading and other Library activities by preparing booklists, displays, talks, book fairs and other appropriate activities, including liaison with external agencies and sources of information.
- Ensure that all students have access to the LRC and are able to use the facility confidently and effectively and to provide an environment in which students can practice techniques of enquiry and research.

Wider Duties:

- To perform any reasonable duties as requested by the Headmaster.



PERSON SPECIFICATIONS

The following Experience and Skills are Essential/Desirable

	Essential	Desirable
Experience of working within an educational setting.	X	
Experience of working with a school library/learning resources setting.		X
Experience of managing and developing a team.	X	
Experience of managing resources and operating administrative systems.	X	
Experience of working with students and young people.	X	
Experience in using management software.	X	
A strong educational background.	X	
Passion for literature and knowledge of the latest children's fiction.	X	
Ability to appraise other Learning Resources staff to develop their practice.	X	
Ability to support and manage groups of students when studying in the LRC.	X	
Excellent working knowledge of ICT skills and its utility for effective management systems for both textual and human resources.	X	
Ability to build and maintain successful professional relationships with students, parents and staff based on respect and consideration.	X	
Ability to build and maintain effective working relationships with a wide range of staff, both teaching and support, to raise the profile of Learning Resources and the LRC around the College.	X	
A welcoming manner when dealing with staff and pupils, but able to model how to deal effectively with low level disruptive behaviour from students where necessary.	X	
Exceptional organisational and time-management skills.	X	

THE PACKAGE

Salary: £27,864 - £29,662

Pension: Workplace Pension Scheme

Benefits: Tuition fee remission* (25%)
Private Health Care Insurance (50% paid by employer)
Free lunch and beverages during term time
Free off road parking
Reduced health club membership
Salary Sacrifice Schemes including Childcare Vouchers, Tax Free Childcare and Bike2Work
Season Ticket Loan
Free winter and summer social events
Annual flu immunisation
Use of College leisure facilities including gym, tennis courts and pool*

** Conditions apply*

APPLICATION AND RECRUITMENT PROCESS

General

St Dunstan's College is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The College aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the College's Application Form and recruitment process must be directed to Ms Chloe Goodacre, Head of Human Resources on recruitment@sdmail.org.uk

Application Form

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed Application Forms. Application forms can be completed online or in hardcopy. If completed in hardcopy, they should be emailed or posted to the College for the attention of Ms Chloe Goodacre. Candidates should be aware that all posts in the College involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the College immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence.

The 'by association' requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The College takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the College immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the College immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head of Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The College has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

Invitation to Interview

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should therefore withdraw from the panel.

Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

- A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that a candidate is

not subject to any teacher sanction or restriction;

6. Verification of professional qualifications;
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
8. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
9. Satisfactory medical fitness;
10. [Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. OR Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the College's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the College in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

The College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The College will compare any information provided by the referee with that provided by the candidate on the application form.

Any inconsistencies will be discussed with the candidate.

Criminal Records Policy

The College will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks. The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

Retention and Security of Records

The College will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

