**Letter from the Headteacher**

Thank you for expressing an interest in joining Culcheth High School. Within this pack you will find information about the school, job vacancy and the application process.

From September 2018, we wish to appoint an enthusiastic, experienced and proactive Independent Learning Centre Manager. The role is term time only and 29 hours per week Monday – Friday. The hours will be confirmed upon appointment but the finish time will be 4pm Monday-Thursday, with an earlier finish on Fridays.

Our ILC is a place where students are encouraged to develop a love and appreciation for reading. We want our students to be active and independent learners and the ILC has a key role in developing this. Students have access to the ILC throughout the school day.

The role involves:

* assisting with ILC induction and refresher lessons
* encouraging pupils to develop their reading, research and study skills
* arranging events to promote the ILC
* working with teachers to support learning across the school
* maintaining ECLIPSE our computerised library system
* ensuring relevant and current literature is available
* supporting literacy initiatives, including supported mentoring, revision and study skills

The successful candidate will have:

* excellent communication, interpersonal and organisational skills
* the ability to managing the ILC budget and purchasing requirements
* the confidence to deliver ILC lessons and manage orderly student behaviour
* a passion for books and be able to promote the ILC’s resources and support a love of reading and literacy
* be able to maintain the ILC as a pleasant, stimulating and attractive learning environment

Previous experience of working within a high school or library environment is essential.

If you believe you can help us on our journey to becoming an outstanding school then I look forward to receiving your application. Thank you in advance for the interest you have shown.

Yours faithfully

C P Hunt (Mr)

Headteacher