



Co-op Academy
Bebington

Learning Resource Manager

Candidate Pack



Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in the role of Learning Resource Manager.

This is an exciting opportunity for an exceptional candidate to make a real difference in our academy. Our students benefit from a welcoming school community and a dedicated team who support them to develop as readers and learners.

We are proud to belong to the Co-op Academies Trust and remain fully committed to placing our Co-operative values and 'Ways of Being' at the forefront of our ambition to deliver outstanding provision for all within our community.

Our Commitment to Inclusion & Support

We pride ourselves on delivering an ambitious curriculum for all children. To ensure every student can succeed, our academy features:

- Two Specialist Resourced Provisions: One specifically designated for students with Moderate Learning Difficulties (MLD) and one for Social, Emotional, and Mental Health (SEMH) needs.
- Two Internal Alternative Provisions: Targeted environments to better engage students who find the traditional classroom setting more challenging.
- Comprehensive Student Support: An extensive team including non-teaching Heads of Year, a dedicated attendance team, and a robust safeguarding team.

The successful candidate will be instrumental in our future development, ensuring our Foundational Knowledge curriculum is accessible, challenging, and successful for every student across the academy.

Our Commitment to Staff Wellbeing

We are committed to supporting staff at all levels, through our CPD and line management. We are developing a coaching culture throughout the school, and host dedicated pedagogy sessions weekly as we embed Doug Lemov's 'Teach Like a Champion' strategies into our lessons. From September 2026, we will be having a two week October half-term.

Experience Our Culture

Should you wish to arrange a visit before applying, you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff, and how welcoming and friendly we are.

To arrange a visit, please contact: kate.cryer@coopacademies.co.uk

Best wishes,

Mrs Jane Whisker

Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

We are a large Multi Academy Trust spanning the North and West Midlands of England. Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

We are focused on growing the Trust to ensure that all our schools are strong, reliable, and offer exceptional pupil experiences that positively impact our communities. It's the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our "Ways of Being." These core values - Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care - are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010 with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust. By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Job Description

Learning Resource Manager

Co-op Academy Bebington

Salary: Grade F pt 12 - 17

Location: Co-op Academy Bebington, Wirral

Start date: 02.11.26

Purpose of the role

The postholder will manage and develop the academy library as a welcoming, inclusive space that supports learning and encourages reading for pleasure. They will also deliver targeted reading interventions to help students develop the skills, confidence and fluency needed to access the curriculum.

Working with the academy's reading and literacy lead, teachers, SEND colleagues and pastoral staff, the postholder will:

- Promote a positive reading culture across the academy.
- Maintain a relevant and accessible collection of books and reading resources.
- Deliver planned reading interventions to individuals and small groups.
- Use assessment information to identify needs, monitor progress and adapt support.
- Help students develop independence and enjoyment as readers.

Key accountabilities

Library management and reading for pleasure

- Oversee the day-to-day running of the library, ensuring it is safe, organised and welcoming to all students and staff.
- Manage the loan, return, organisation and care of library books and resources.
- Help students choose books suited to their interests, reading confidence and needs.
- Promote reading through displays, events, recommendations and activities across the academy.
- Work with colleagues to ensure library resources support the curriculum and reflect the diversity of the academy community.
- Monitor library use and borrowing patterns to inform improvements.

Reading intervention

- Deliver structured reading interventions to individual students and small groups, following agreed programmes and training.
- Support students who need help with decoding, fluency, vocabulary and comprehension, according to their assessed needs.
- Build positive relationships that help students engage with reading and sustain their participation in intervention.
- Keep accurate records of attendance, assessment and progress.

- Share progress and concerns with the reading and literacy lead and other relevant colleagues.
- Adapt activities and resources, with guidance, so that students with SEND and other additional needs can participate successfully.

Whole-school literacy

- Support academy priorities for reading and literacy across all subjects.
- Work with teachers and support staff to help students use the library and develop effective reading habits.
- Contribute to reading activities, initiatives and events throughout the school year.
- Share useful information about students' reading needs and progress with relevant colleagues, in line with academy procedures.

Behaviour and safeguarding

- Establish a calm, purposeful library environment with clear expectations for behaviour.
- Build respectful relationships with students and act as a positive role model.
- Follow the academy's behaviour, health and safety, safeguarding and child protection policies.
- Report any concerns about a student's welfare promptly through the academy's agreed procedures.

Teamwork and communication

- Work closely with the reading and literacy lead, English department, SEND team, pastoral staff and other colleagues.
- Attend relevant meetings and training at the academy or across the Co-op Academies Trust.
- Communicate with parents and carers about library use or reading intervention where appropriate and in line with academy procedures.
- Contribute positively to the wider life and Co-operative values of the academy.

Administration and professional development

- Maintain accurate library, intervention and student progress records using academy systems.
- Handle student information confidentially and in accordance with academy policies.
- Review the effectiveness of library provision and reading intervention, using feedback and progress information to improve practice.
- Participate in relevant training, appraisal and professional development.

The postholder will undertake other reasonable duties consistent with the grade and purpose of the role, as directed by the academy.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure and other employment checks required for the role. Please contact us if you require further details of any of these requirements

Person Specification

Learning Resource Manager

Co-op Academy Bebington

App – Application form

SP – Selection process (which could include a range of exercises, including an interview)

Ref - Reference

	Essential / Desirable	How identified
Education and Qualifications • Good standard of English and mathematics at GCSE grade 4/C or equivalent • Relevant qualification in library work, literacy, education, learning support or equivalent experience. • Training in structured reading intervention or willingness to complete training	E E D	A A
Experience • Experience of supporting children or young people in a school, library or similar setting • Experience of promoting reading for pleasure and helping readers choose suitable books • Experience of delivering individual or small-group learning support • Experience of delivering a structured reading intervention and recording progress • Experience of organising books, resources or a library collection • Experience of supporting students with SEND or additional literacy needs	E D E D D E	A/I A/I A/I

How to apply

All applications must be made using the Trust's application form via SAM Recruit. Please use the following link to apply:

<https://www.bebington.coopacademies.co.uk/vacancies>

We'd love to show you why our Academy is such a vibrant place to lead and innovate. If you're curious about our vision for Foundational Knowledge — or if you simply want to see our facilities in action, please contact kate.cryer@coopacademies.co.uk

Interview timetable

Closing Date: 9am, Friday 2nd October 2026

Interviews: Week commencing 12th October 2026

What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.
- A 2 week October half term.

Co-op Academies Trust

One Angel Square; Manchester; M60 0AG

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.