



# Application Pack

## Learning Resource Centre Manager

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UNITY SCHOOLS TRUST

*Excellence through collaboration*



# Welcome from the CEO

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Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto- Excellence through collaboration– encapsulates our belief that cooperation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain



fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment

opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

**Michael del R o**  
**Chief Executive Officer**

# About Unity Schools Trust

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Unity Schools Trust is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

## **Ethos and Values**

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive ‘habits’ through a wide range of character-building opportunities. When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

## **Our Objective**

The Academy Trust’s primary objective, as stated in its articles of association, is ‘to advance for the public benefit education in the United Kingdom’. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

## **Partnerships**

A significant part of the Trust’s work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust’s work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

## **Services**

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.

# Why work for UST?

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## Employee Benefits

- ▶ Learning and Development opportunities
- ▶ Free use of school gym at specified times
- ▶ Reduced gym membership at Eastwood Sports Centre
- ▶ Access to Employee Assistance Programme (EAP)
- ▶ Free on-site staff parking
- ▶ Free tea and coffee available in the staff room
- ▶ Scheduled Wellbeing weeks
- ▶ Allowance for running after-school enrichment activities
- ▶ Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)



# The Magna Carta School

## *Learning Shapes Lives*



The Magna Carta School is an 11-16 academy based in Staines-Upon-Thames, with approximately 1100 students on role. The school is a founder member of Unity Schools Trust and the 1215 Learning Partnership, determined to enhance lives for young people across this area of Surrey.

The school has a long and proud tradition of educating students from our local community. To facilitate high aspirations, progress and achievement, we have high expectations of behaviour, rooted in respect for one another. We are particularly proud of our students; they are aspirational and enthusiastic about their learning and as a result make good progress and achieve impressive GCSE results. They consistently and successfully progress on to further education and apprenticeships.

Our Academy Council provides a strong voice for students to present their ideas and concerns and to develop the skills necessary to become advocates for positive change. We believe listening to, and reflecting upon, the experience of our whole school community is an important part of our continuous development journey.

We strive to provide a welcoming, challenging, secure and inclusive learning environment where all students and staff feel that they belong. We are committed to realising our vision that *Learning Shapes Lives* by creating a culture in which everyone aspires to achieve in a reflective educational environment and a school community where together we learn to know, to do, to be and to live together.

If you think you can make a positive and confident contribution to our team, we would be delighted to hear from you.



***“Pupils are engaged in their lessons. Teachers have strong subject and pedagogical knowledge.”***

**The Magna Carta School, Ofsted June 2022**

# Job Advert

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## Learning Resource Centre Manager

**Job Type:** 35 hours per week (8.45-4.15 30 minutes unpaid lunch) over 39 weeks of the year (term time plus 5 INSETS), Permanent

**Start date:** As soon as possible

**Salary:** Actual - £22,251 to £25,843 per annum (FTE £26,604 - £30,899) USTS6 Points 1-10, Fringe

**Closing date** 20<sup>th</sup> of May

**Interviews will take place:** TBC

At the Magna Carta School, we are guided by our vision that *Learning Shapes Lives* and are relentless in our work to ensure that our students achieve the highest possible outcomes.

We are looking to appoint an enthusiastic and dynamic Learning Resource Centre Manager to take a leading role in planning, promoting and organising our school's Learning Resource Centre along with supporting and developing our student's literacy and reading skills. You will be pivotal in supporting their development into effective, independent learners with a life-long passion for reading.

As the successful applicant you will:

- Develop the schools LRC as a hub of educational and recreational resources
- Organise, promote and run the schools reading/literacy programme for students
- Plan for 1:1 reading interventions to address gaps in student's reading

We are deeply committed to professional development, collaboration and career planning so that our staff are supported in making the best possible progress both within their current roles and in their future career development.

Please see our benefits page for more information on our employee benefits.

**To arrange a visit or request a conversation about this post, please email [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk) or telephone 0193 290 1351.**

# Job Description

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|                        |                                  |
|------------------------|----------------------------------|
| <b>Job Title:</b>      | Learning Resource Centre Manager |
| <b>Accountable To:</b> | Head of School                   |
| <b>Responsible To:</b> | Deputy Head of School            |

## **Accountable For:**

Developing research-based strategies and literacy levels in our students, along with promotion of the facilities.

Understanding, operating and developing the ethos of the school so that it becomes a center of excellence where mutual respect, tolerance, care and support are evidenced in all of the school's activities and that this in turn ensures that everybody takes pride in all aspects of the school's work.

The specific responsibilities of the post holder will be agreed each year in consultation with the Head of School and in line with the school's strategic objectives.

## **RESPONSIBILITIES:**

- I. Create and maintain resources within the Learning Resource Centre to support the learning targets of the students.
- II. Maintain the library catalogue system and online management information system.
- III. Develop the Learning Resource Centre's contribution to literacy programmes and support reader development within the school in collaboration with other leaders, including the creation of resources for whole school impact.
- IV. Liaise with other departments to ensure wider access to learning resources.
- V. Plan the Learning Resource Centre budget, monitor spend and ensure resources are used to best effect.
- VI. Update displays and other materials to support activities across the school.
- VII. Supervise and support students using the facilities.
- VIII. Manage the data for the school reading programme and provide input to improve this.
- IX. Help to identify students who may need additional/differentiated support.

- X. Adapt lessons/interventions to suit the needs of students.
- XI. Develop opportunities for the Learning Resource Centre to be involved in cross curricular events within the school including the development and creation of resources to assist with whole school literacy and study skills.
- XII. Work with outside agencies to develop literacy programmes within the school.
- XIII. Support teachers and students in planning lessons in the Learning Resource Centre.
- XIV. Create additional resources for Learning Resource Centre based lessons, e.g. word searches, treasure hunts, poetry.
- XV. Co-ordinate the record keeping of data for copyright reporting.

### **Learning**

- i. Promoting strategies for raising the achievement of readers and managing reading intervention programmes.
- ii. Lead by example and consistently model good practice in building students' resilience and learning power.
- iii. Encourage an ethos that promotes and enables close co-operation between colleagues and teams across UST and the school.
- iv. Supporting and co-planning learning experiences for students which are linked into the wider community and taking account of students' academic, spiritual, moral, social, emotional and cultural well-being.
- v. Implementing strategies to ensure high standards of behaviour.
- ix. Reporting national and local educational strategies and developments to all staff and Governors/ Trustees as appropriate.

### **Growth and Development**

- i. Implementing effective procedures, in line with statutory requirements and obligations, to safeguard students and staff at all times.
- ii. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to your areas of responsibility.
- iii. Managing own workload, and that of others, to ensure an appropriate work/ life balance.

## **Community**

- i. Liaising with other staff in external agencies to protect children to ensure their development, health and well-being.
- ii. Sharing the Trust and school's vision and ethos through assemblies, Parents' Evenings, achievement awards and other appropriate means.
- iii. Ensuring timely and professional communication with parents and other stakeholders in all correspondence.

## **Environment**

- i. Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed in the line managed faculties/ teams to improve the quality of education for all students and ensure value for money.
- ii. Contributing to the development of the school site to ensure it meets current and future needs within a sustainable framework.

## **Other Requirements**

- i. To carry out any other duties as may reasonably be required by the Head of School/ CEO.
- ii. To be aware of and adhere to all Trust and school policies and procedures.
- vi. To maintain confidentiality at all times.
- vii. To promote and safeguard the welfare of children and young people at the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Learning resource centre manager will carry out. The post holder may be required to do other duties appropriate to the level of the role

## Person Specification

|                                     | <i>Essential</i>  | <i>A/I</i>  | <i>Desirable</i>  | <i>A/I</i>  |
|-------------------------------------|---|---|---|---|
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> <li>Passion for reading</li> </ul>  | <p><b>A</b></p> <p><b>I</b></p>   | <ul style="list-style-type: none"> <li>First Aid qualification</li> <li>Training and/or qualifications in areas relating to the role of Teaching Assistant</li> </ul>   | <p><b>A</b></p> <p><b>A</b></p>                                     |
| <b>Experience and Knowledge</b>     | <ul style="list-style-type: none"> <li>Experience of working in a structured manner to achieve the outcomes required</li> <li>Knowledge of teaching and learning materials</li> <li>Experience of working effectively in accordance with procedures and deadlines</li> <li>Knowledge and understanding of classroom roles and responsibilities</li> </ul>   | <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p>   | <ul style="list-style-type: none"> <li>Use of management information systems</li> <li>Successful experience in a directly relevant role</li> <li>Experience of working in a school or similar environment</li> <li>Experience of working with young people</li> </ul> | <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A</b></p> <p><b>A</b></p> |
| <b>Skills and Aptitude</b>          | <ul style="list-style-type: none"> <li>IT literate</li> <li>Effective oral and written communication skills</li> <li>Excellent interpersonal skills</li> <li>Willing to improve own practice through observation, evaluation and discussion</li> <li>Excellent organisational and planning skills</li> <li>Flexible approach and ability to work under pressure</li> <li>Able to work effectively independently</li> </ul>  | <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A</b></p> <p><b>A/I</b></p>   | <ul style="list-style-type: none"> <li>Additional language other than English</li> <li>Experience of maintaining records, using IT systems and paper based methods</li> </ul>   | <p><b>A</b></p> <p><b>A/I</b></p>                                   |
| <b>Personal Qualities</b>           | <ul style="list-style-type: none"> <li>Ability to use initiative effectively</li> <li>Ability to relate professionally and appropriately with students and staff</li> <li>Ability to manage time effectively and prioritise work</li> <li>Ability to work as part of a team</li> <li>Patience and sensitivity appropriate to the role</li> <li>Reflective practitioner</li> <li>Commitment to own personal and professional development</li> <li>Ability to work with discretion and confidentiality</li> <li>Ability to form and maintain appropriate professional relationships with students respecting personal boundaries</li> <li>A commitment to safeguarding, diversity and equality</li> </ul> | <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> |   |   |

**\*A = Application; I = Interview**

# Application Process

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To apply please complete our application form that can be found by visiting the vacancies section of our website <https://unityschoolstrust.co.uk/current-vacancies/>.

For further information or to arrange a school visit please contact:

**The Magna Carta School, Thorpe Road, Staines, TW18 3HJ**

**Email: [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk)**

**Website: [www.magnacarta.surrey.sch.uk](http://www.magnacarta.surrey.sch.uk)**

**Telephone: 01784 454 320**

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

## **Applicants with disabilities**

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

## **Disclosure & Barring Service Check (DBS)**

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

## **Recruitment monitoring**

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

*The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.*





**Chief Executive Officer:** Mr M del Rio MTH, BScEcon (Jt Hons), PGCE, NPQH  
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Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company no. 07692130  
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