



Rosebery School

Excellence. Endeavour. Opportunity.

Learning Resource Hub Manager Application Pack

Closing date: 9.00am on Wednesday 12 January 2022

To start: January 2022

Dear colleague

Thank you for your interest in working at Rosebery School, a highly successful, oversubscribed and vibrant girls' 11-18 school with 1460 students, including 250 in the Sixth Form. We are now recruiting for a Learning Resource Hub Manager who will provide a welcoming and stimulating environment for students in the Learning Resource Hub, a central learning area within the school which includes the school library.

In 2019 89% of our students achieved a Grade 4 or above and 76% achieved a Grade 5 or above in English and Mathematics. We were also delighted that 48% of our grades were at grade 7-9 (formally A/A*). At A Level nearly a third of our entries were graded at A* or A. In addition to securing exceptional levels of attainment, all our students, whatever their starting point make outstanding progress and in 2019 our Progress 8 score of 0.89 placed us in the top 100 schools in the country. Results in 2020 and 2021 have continued to be outstanding despite the obvious challenges that Covid has brought with it. **In May 2017, Ofsted graded the school as 'Outstanding' in all areas.** Our commitment to professional learning and our record of success contributed significantly to our recent designation as one of only 77 schools in the country to lead one of the new Teaching School Hubs. We are very excited about the opportunities that this will bring for all who work in our community in Surrey and for those schools in West Sussex with whom we will be working closely.

We are fortunate that our girls want to learn and we enjoy the support of our parents, who rightly have high expectations of our work with their daughters. At Rosebery, students choose their options in Year 8 and take a bridging year in the options they have selected to help them more readily manage the rigour of the new GCSE courses. Over half of our students choose to stay with us into the Sixth Form. We achieve outstanding outcomes for our students as a result of our clarity of purpose, our commitment to individual support and the hard work undertaken by all members of our community, including our students who are a delight to work with.

At Rosebery we strive to inspire and support every member of our community to achieve **excellence** through a love of learning and a desire to succeed. We challenge ourselves to continually improve and understand that **endeavour** and effort are central to meeting the highest of expectations. We are committed to creating a happy, purposeful and secure environment which provides the **opportunity** for all to develop and grow; to build confidence and self-belief; and to be enriched and stimulated so that we can all contribute significantly and positively to the Rosebery community and beyond.

New members of our team have an opportunity to make a considerable impact on the future direction of this school, and the GLF Schools Trust, the Multi-Academy Trust that we joined in September 2017. Rosebery School enjoys a very positive working environment and many staff remain with us for lengthy and progressive careers. We pride ourselves on developing individuals through a comprehensive Continuing Professional Development programme and we aim to create opportunities for all colleagues to follow a pathway into leadership, if they wish. In a recent staff survey 100% of respondents said that Rosebery School is a good place to work and that the school is well led. As with all educational organisations, we have high expectations of those who are employed here and in return we provide a supportive and interesting atmosphere within which to work and a full range of staff benefits.

The responsibilities of our positions are significant, but our staff are well-supported. Our Leadership Team maintains an open-door policy and as a staff we seek to work collaboratively to share good practice and to offer mutual support.

Our coaching programme, for which we have been awarded the Gold Coachmark, exemplifies our approach to personal and professional development. All staff follow a personalised professional learning programme which, as well as coaching, includes the opportunity to co-plan lessons with students, to select from an extensive menu of twilight workshops, founded on research and enquiry and which ensure they have a significant impact on our daily classroom practice. As well as our in-house leadership programme, colleagues have access to the full suite of NPQ qualifications for middle and senior leadership.

Working at Rosebery is challenging and stimulating and you will be joining us at a very exciting stage of our development where you will be able to **make a real difference** to the way we deliver education for our students.

You will find more information about us on our website www.roseberyschool.co.uk. I very much hope that you will decide to apply and I look forward to meeting you. If you have any questions please contact Lesley Broome, HR Officer at lbroomerosebery.surrey.sch.uk.

Ms Ros Allen

Executive Headteacher

Ten very good reasons to join the staff at Rosebery School

- 1. Our students are a joy to work with and achieve outstanding results at every key stage.** The school's Progress 8 score for 2019 is 0.89 and Ofsted concluded in their last visit that '*pupils achieve exceptionally strong outcomes in all year groups and in all subjects as a result of **consistently inspirational teaching.***' Please do take a look at our latest school performance figures on our website.
- 2. We are a diverse and inclusive community** whose members treat each other with respect and kindness. Ofsted in May 2017 highlighted that '*pupils' behaviour and attitudes to learning are exemplary*' and that '*the warm and nurturing climate enables all pupils to feel safe and to flourish*'.
- 3. A personalised professional learning programme** is in place for every member of staff including coaching, mentoring, a research and development 'book club', Teachmeets, and leadership development projects. The award of the Gold Coachmark highlights the quality of the coaching programmes on offer to staff led by our coaching team, which over half the staff have opted to join. All NQTs join us at the end of June prior to their first term in teaching and we carefully plan induction for all staff.
- 4. Many staff members have been internally promoted.** As a large school we are able to offer additional responsibilities to colleagues every year, some with incentive allowances attached and some with time. As a result many staff have been internally promoted, including onto the Leadership Team. Every term a number of Middle Leaders are invited to join the Extended Leadership Team on a rotational basis to extend their experience. Our membership of the GLF Schools Trust has also served to provide significant opportunities for colleagues who support work in the other seven secondary schools as MAT subject leaders.
- 5. Close collaboration** with our feeder primaries, neighbouring secondaries and MAT partners ensures that there are many opportunities to work with colleagues in other schools, and to become involved in our school to school support programme.
- 6.** We are a member of the GLF Surrey SCITT, as well as being a partner in the GLF School and Coombe Girls' Schools Teaching Alliances and have been identified as a Beacon School for training by Roehampton University. Colleagues, therefore, have the **opportunity to lead training for trainees across the local area, or to benefit from the vast experience of our mentoring team** who support the large number of SCITT and PGCE trainees who come to Rosebery each term.
- 7. Children of staff are given priority in our admissions policy.** Children of staff who have been employed by our very over-subscribed school for two years or more are given priority in our Admissions Policy over those applications from 'nearest school'.
- 8. Our Leadership Team has an open door policy** and believes in the importance of getting into classrooms to support teaching and learning. Members of the leadership team are accessible to all staff and students. There are many opportunities for staff to influence the strategic direction of the school through the Staff Consultation Group and numerous working parties which address specific issues, including staff well-being and work-life balance.
- 9. We employ cover supervisors and dedicated administrative support staff** to ensure that teachers at Rosebery are able to use their non-contact time for planning, marking and feedback.

- 10. There are many extra-curricular opportunities** for colleagues and students. Our staff sports club on a Friday afternoon is very well attended in our Sports Hall, our well-equipped fitness suite and sometimes on our local golf course! Places are always offered to colleagues to join trips to Japan, the Alps, Spain, America, CERN and Germany and our staff inspire our youngsters to participate in a huge number of activities including clubs and fixtures in all sports, the Duke of Edinburgh Award, the National Citizen Service, the annual school production, Amnesty International, Maths Challenges, Rotary Young Chef of the Year, our space balloon project, Rag Week, our Summer School, House Challenges, International Day of Languages, Young Enterprise and many more.

Learning Resource Hub Manager - Job Description

Responsible to:	Communications, Digital Media and Central Office Manager
Hours:	36 hours a week, 39 weeks of the year, 5 days per week (working pattern 8:00 to 16:00 plus 50 minutes unpaid break per day)
Salary:	GLF Specialist Salary Range £22,000 to £31,000 (£18,926 to £26,669 pro rata) Starting point to be determined based on experience and qualifications

Location	Rosebery School	Travel required	No
Reports To	Communications, Digital Media and Central Office Manager		
Key Staff Links	Literacy Co-ordinator Assistant Head – Inclusion and SEND		
Core purpose			
This is an exciting opportunity to shape the direction of our newly branded resources centre, to create a welcoming and stimulating environment for students, and to effectively engage with students to encourage a passion and enthusiasm for literature and reading, regardless of ability. To manage, maintain and promote the use of a range of centrally stored curriculum resources in the Learning Resource Hub (LRH).			
Key Responsibilities			
<ul style="list-style-type: none">• Work with key staff to create a stimulating learning environment which contributes to the overall improvement of literacy for all groups of learners.• To encourage reading and the enjoyment of literature, with reading support for reluctant readers. Run a book club and/or other reading activities, to engage both enthusiastic and reluctant readers.• To liaise with subject leaders and other staff in order to support their teaching and ensuring that resources are meeting the needs of the curriculum areas.• To maintain an awareness of the school’s literacy strategy and ensure this is fully supported within the Learning Resource Hub, including the school library.• To compile reading lists and/or project collections for teachers and students.• To create and maintain vibrant displays to showcase all available learning resources.• To work with students individually to help support their learning and development, encouraging them to become independent learners.• To support students in their use of key skills including English and Maths, research referencing and information retrieval.• To be responsible for the effective and efficient operation of the Learning Resource Hub, to operate the library management system, maintaining library stock in an accessible order to promote easy retrieval.• To administer and maintain booking systems for the issue and return of books, Chromebooks and other centrally stored curriculum resources.• To maintain a strong presence in the LRH, creating a positive learning environment.• To play an active role in managing learning behaviour in the LRH• To supervise and assist students using the library and LRH before and after school including undertaking basic IT trouble-shooting.• To undertake the training and supervision of student librarians and Learning Resource Hub prefects.• To ensure the computers in the LRH are in working order, reporting any problems to the IT dept.• To assist with events and support with Open Evening and other school events to promote the LRH, including the school library.			

Professional Development
<ul style="list-style-type: none"> • Seek out opportunities for professional development to support the role. • Actively engage in CPD opportunities
Whole School Responsibilities
<ul style="list-style-type: none"> • To participate in the discussion of whole school policies and to participate in the implementation of school policies and practices. • To be active in pursuing professional development. • To work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims. • To undertake additional tasks as required to support the needs of the school.
Work Context
<ul style="list-style-type: none"> • The post holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. The post holder will work under the direction of the post holder's line manager but will be required to use initiative and be capable of self-directed work. • The post requires computer working and the post holder is responsible for undertaking their own DSE assessment. • The post holder will be required to maintain a strict level of confidentiality. • The post holder is not required to be responsible for any budget or expenditure but will be expected to make a contribution to cost effectiveness through the role undertaken and management of school resources. • The post holder is required to be professional and business like at all times and maintain professional relationships with colleagues, students and parents. • We expect all members of our community to demonstrate respect, honesty and kindness and to believe in the limitless potential of people. • To cover for absent colleagues and undertake other duties commensurate with the grade • To undertake any other duties commensurate with this post as directed by the senior leadership team.
Accountability
<ul style="list-style-type: none"> • Executive Headteacher, Head of School and Senior Leadership Team. • GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
Safeguarding
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Learning Resource Hub Manager – Person Specification

	Essential	Desirable
Qualifications		
Good General Education including English and Maths at Grade C GCSE or higher	✓	
Librarian experience or a passion for reading/literature	✓	
Experience		
Experience of supervising groups of young people		✓
Experience of working in a school environment		✓
Confidence in working with young people from 11 to 18	✓	
Ability to collaborate with teaching colleagues	✓	
Keen interest in literature for young people	✓	
Good IT Skills	✓	
Knowledge of the requirements of the national literacy and numeracy strategies		✓
Understanding of behaviour management strategies		✓
Ability/ experience in thinking through and implementing strategies to enhance pupil learning		✓
Ability to motivate and engage students	✓	
Utilise a variety of strategies to engage students and support them in their learning	✓	
Personal Attributes		
Excellent interpersonal skills, with the ability to relate effectively with students, parents and staff	✓	
Personal integrity, maintaining confidentiality at all times	✓	
Excellent time-keeping and pattern of attendance	✓	
Sensitive to the needs of the age and ability range of students	✓	
Ability to use initiative and to deal independently with large numbers of unsupervised students	✓	
Have a commitment to equal opportunities	✓	
Have a commitment to safeguarding and promoting the welfare of children and young people	✓	
Have a broad general knowledge	✓	
Have a keen interest in all aspects of school life	✓	
Personal drive and enthusiasm to promote reading for pleasure across the school	✓	
Self-motivated	✓	
Have energy and enthusiasm	✓	
Good organisation and time management skills	✓	
Ability to accurately enter and retrieve data information from information systems	✓	
Ability to prioritise and meet deadlines	✓	
Other		
To be able to demonstrate how a commitment to the following areas has been applied in the workplace: <ul style="list-style-type: none"> ✓ Personal development & training ✓ Equality & Diversity ✓ Safeguarding and promoting the welfare of students ✓ Personal responsibility for Health and Safety 	✓	

Making an application

Please apply by the closing date which is 9.00am on Wednesday 12 January 2022. You can apply either through the vacancies page on our website, <https://roseberyschool.schoolrecruiter.com/> or via the recruitment website where you saw this post advertised. In the event of difficulty, please email Lesley Broome, HR Officer, lbroom@rosebery.surrey.sch.uk.

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications. If you have been shortlisted for interview we will contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements. If you do not hear from us, then you may assume that your application has been unsuccessful on this occasion, but we should like to thank you for your interest in working at Rosebery School.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a high level of response. Therefore, we would recommend that you submit your application as early as possible.

References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Interviews

The interview will consist of a relevant task to complete in relation to this role and a formal interview.

Safeguarding

Rosebery is fully committed to safeguarding. If you are invited for interview you will be required to provide original documentation to prove your identity (eg passport, driving licence, P60/45) and original exam qualification certificates. Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration.

Data Protection

Should you be unsuccessful with your application the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

Equality and Diversity

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.