



## City of London Academy (Southwark)

### Job Description

#### Resource Centre Manager

<b>Grade</b>	JE8 £32,166 – £36,560 pro-rata'd per annum
<b>Hours</b>	35 hours per week, 40 weeks per year 8.00 a.m – 4:00 p.m. Monday to Friday
<b>Responsible to</b>	Senior Assistant Principal for Sixth Form
<b>Job purpose</b>	<p>Manage and oversee the Sixth form study centre to support and enrich students' academic and pastoral development to:</p> <ul style="list-style-type: none"><li>• enable students to access a broad range of learning resources,</li><li>• develop learning and information handling skills,</li><li>• promote quiet study skills, research for pleasure and independent learning.</li></ul> <p>Lead the new Free Minds Futurelearn programme for KS5, assisting the Heads of Year 12 and 13 in the smooth running of both Year groups, to promote the highest standards of behaviour and self-respect, supporting students to overcome barriers to learning.</p>
<b>Key Accountabilities</b>	<p><b>Strategic Management</b></p> <ul style="list-style-type: none"><li>• Strategic management and development of the sixth form study and resource centre and monitor its effectiveness in achieving the Educational aims and objectives of the Sixth Form</li><li>• Develop, establish and lead on the sixth form enrichment curriculum including a new 'Free Minds' Future Learn MOOCS programme</li><li>• Monitoring students' progress towards successful completion of the enrichment curriculum and intervening where concerns arise</li><li>• Participate in school wide development through attending the regular cycle of meetings with senior staff, year team meetings etc.</li><li>• Lead on the updates, marketing &amp; promotion of student success stories &amp; events through the new sixth form website, twitter &amp; instagram</li><li>• Support the EPQ supervisor with the delivery of the EPQ through the resource centre</li></ul> <p><b>Pupil Development</b></p> <ul style="list-style-type: none"><li>• Development of programmes for students to enable them to develop their competencies as independent learners and their independent research skills</li><li>• To contribute to the Year 12 transition process into the Sixth Form, especially supporting them in how to use their non-contact periods effectively</li><li>• To engage and establish relationships with all students and to become accepted as a person to whom they can turn for guidance and mentoring</li><li>• To use student data to have an awareness of the progress of individual students against targets</li><li>• To assist in the promotion extra-curricular activities within the Year and to encourage participation in cross curricular competitions and events</li></ul>

	<ul style="list-style-type: none"> <li>• To mentor identified individual and small groups of students in your year as required</li> <li>• To work with the Sixth Form leadership team to support children to overcome barriers to learning both inside and outside the school, ensuring their integration to lessons wherever possible.</li> <li>• Collaborate with KS4 teachers and local universities to support transition between secondary school and sixth form on to university through a range of learning resource based projects</li> <li>• Ensure the positive behaviour of students across the sixth form</li> <li>• To support students with UCAS applications, drafting personal statements, researching higher education and career opportunities/employment</li> <li>• Involve the learning centre in home-school liaison projects that develop and support family learning, and support the engagement of parents/carers in their children's learning and curriculum needs</li> </ul> <p><b>Maintain a high quality of provision</b></p> <ul style="list-style-type: none"> <li>• Acquisition, organisation, dissemination, promotion and maintenance of resources, both traditionally printed and electronic, appropriate to the sixth formers</li> <li>• To manage the laptop trolleys and their use in the learning resource centre</li> <li>• Liaison with staff through meetings, CPD, INSET, induction and on an individual basis to develop provision and promote effective use of the learning resource centre in KS5 lessons</li> <li>• Manage a quiet study environment for both curriculum-based and independent learning, ensuring the positive behaviour of students using the resource centre</li> </ul> <p><b>Support for the Academy</b></p> <ul style="list-style-type: none"> <li>• To assist in the day to day smooth running of the sixth form</li> <li>• To work with Tutors and the MIS team to ensure the accurate recording of registers to help ensure excellent levels of attendance and punctuality within the sixth form</li> <li>• To assist with the monitoring of punctuality and promote an ethos of the importance of excellent attendance and punctuality</li> <li>• To support the Academy Behaviour Policy both by providing rewards and sanctions and monitoring the use of them within the Sixth Form</li> <li>• To assist in the administration and effective use of the schools sanctions systems within the Sixth Form</li> <li>• To assist with communications with parents and carers</li> <li>• To take part in assemblies and celebrations within the Sixth Form that are designed to develop awareness and understanding of social, moral, spiritual, cultural aspects of education as well as local, national and global issues</li> </ul> <p><b>Budget Management</b></p> <ul style="list-style-type: none"> <li>• Manage and maintain control of the sixth form learning resource budget</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To undertake such other duties as reasonably correspond to the general character of the post and commensurate with roles of this level within the Academy</li> </ul>
<b>Statutory</b>	<ul style="list-style-type: none"> <li>• To work within a framework of best practice governed by the</li> </ul>

	<p>relevant occupational standards to support excellence in teaching and learning</p> <ul style="list-style-type: none"> <li>• To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school</li> <li>• To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives</li> <li>• To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity</li> </ul>
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.</i></p>	



## City of London Academy (Southwark)

### Person Specification

#### Resource Centre Manager

#### SKILLS & EXPERIENCE

No	Description	Rating
1.	Experience of working in study or learning resource centre, preferably in a university or sixth form environment.	
2.	Experience of utilising ICT and skills to access and retrieve information	
3.	Experience of UCAS, EPQ and P16 curriculum enrichment	
4.	Experience of working with young adults and meeting their particular needs and requirements.	
5.	Experience in academic mentoring & tracking student progress	
6.	Experience of working in an inner city school	
7.	Ability to promote students' progress in a variety of ways	
8.	An understanding of KS4-5 pathways and transition to Higher Education	
9.	A basic understanding of the national curriculum	
10.	Ability to communicate effectively with governors, parents and outside bodies	
11.	Good Degree	
12.	Knowledge of the full range of resources appropriate to sixth formers and the ability to use/manage these resources.	
13.	Skills and confidence to be able to instruct groups of young people.	
14.	Able to work in a changing environment, be open to new ideas.	
15.	High level of oral and written communication skills	
16.	Able to work as part of a team and in partnership with teachers and other staff	
17.	Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff	
18.	Effectively use ICT and other equipment and resources.	
19.	Full working knowledge of school policies on child protection, health and safety, confidentiality, student behaviour/discipline and equal opportunities.	
20.	Knowledge of the school curriculum as it affects the service the resource centre provides.	
21.	Ability to self-evaluate professional development needs and actively seek learning opportunities.	
22.	Ability to work under pressure, meet deadlines, initiate, plan and lead.	
23.	Ability to empathise with and provide for the needs of a diverse learning community.	
24.	Strategic planning and financial management skills.	

<b>25.</b>	To have self-motivation and personal drive to complete tasks to the required timescales and quality standards	
<b>26.</b>	Be flexible to adapt to changing workload demands and new school challenges	
<b>27.</b>	Willingness to undergo first aid training	
<b>28.</b>	To be punctual, trustworthy and honest	
<b>29.</b>	Willingness to attend courses outside the school day	
<b>30.</b>	To be interested in students as individuals, in how they learn and be committed to the comprehensive ideal	
<b>31.</b>	To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues	
<b>32.</b>	Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of students	
<b>33.</b>	Personal commitment to continuous self-development	
<b>34.</b>	A commitment to the vision, aims and objectives of the City of London Academy	
<b>35.</b>	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	