



Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS

Study Centre Manager





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Study Centre Manager

£23,807 - £25,282

40 hours, term-time only

Required: ASAP

Closing Date: 20 October 2017

This is an outstanding school. "Exemplary behaviour, mutual respect and a highly inclusive culture are key contributory factors' (*Ofsted 2012*)

We are seeking to appoint a proactive and committed Study Centre Manager/Librarian. We have two study centres located on a large campus and at the heart of the school's teaching and learning ethos. We are looking for ambitious individuals who understand their importance of enhancing student learning outside of the classroom and the need to encourage progression and aspiration at all key Stages.

The successful applicant will:

- Be innovative and seek opportunities to improve our study centres.
- Be well organised and have the ability to stay composed under pressure in a busy working environment.
- Be approachable, highly organised and flexible, with excellent communication and ICT skills.

Previous experience of working in a school environment is desirable.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

Further information and an application form can be found at www.bealhighschool.co.uk Please forward your electronic applications to beasuccess@beaconademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible

Role Profile

Purpose of role

To develop Study Centres which are exciting and innovative and which reflect the high aspiration and quality teaching and learning provision seen across the campus. To create vibrant, contemporary independent learning environments which support student achievement and progression.

General duties and responsibilities

- Generating and implementing a Study Centre development plan to modernise and improve the Study Centres
- Maintaining the positive, nurturing ethos of the Study Centre and supporting the development of independent learning
- Making the Study Centre attractive and accessible to students and staff; including the upkeep of displays, guiding and publicity materials
- Supervising students and maintaining a presence around the centres to encourage independent learning
- Developing the Study Centre's contribution to literacy programmes, inspiring students to read widely. Ensuring that students develop positive reading habits and that they become lifelong readers. Engaging with local and national reading and literacy competitions.
- Keeping up-to-date with relevant developments and research
- Overseeing the effective use of ICT to support students' learning. Developing and maintaining the Library's e-book resources. Developing and maintaining the Library's online presence. Liaising with the BMAT IT team and contributing to operational and strategic planning for the use of IT in the centre
- Maintaining an overview of the school curriculum, ensuring that the study centres support the school in its aims. Working in close partnership with academic and support staff, in line with the school's Teaching and Learning strategy. Collaborating with Heads of Departments and Directors of Achievement and Progress in the design and delivery of resources for specific projects and courses; astute selection and management of study centre resources and materials.
- Developing the centres as careers and progression hubs
- Developing the centres as host venue for aspirational events
- Compiling indexes, bibliographical information and resource packs for student and staff use.
- Establishing and developing the school's archives and coordinating other staff involved in this process.
- Maintaining effective systems for classifying, cataloguing, indexing and loans. Conducting an annual stock-take, ensuring materials and resources are relevant to the needs of students and staff.
- Managing the KS3 Study Centre facility: maintenance, health and safety issues and staffing when necessary.
- Managing the Study Centre budget.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

Technical and Behavioural Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
1. Professional qualification in librarianship, information management.	D	A
2. Degree in a relevant subject	E	A
3. Qualification at grade C or above in English, Maths and Science GCSE or NVQ Level 2 or equivalent.	E	A
4. Good numeracy/literacy skills/IT skills	E	A/I/R
Knowledge/Skills		
5. Working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E	A/I
6. Excellent IT skills, and knowledge of how to apply them in a school library environment	E	A/I
7. Confidence in working with a diverse mix of students aged from 13 to 18.	E	A/I/R
8. Expertise to assist in the introduction of e-book lending	D	A/I
9. Ability to relate well to children and adults	E	A/I
10. An understanding of e-learning and emerging technologies in the context of library services.	D	A/I
11. Extensive knowledge of electronic resources i.e. subject databases, online citation/abstracting services, online journals and e-books.	D	A/I
Attributes		
12. Reliable, respectful, responsible & conscientious approach	E	A/I/R
13. Friendly and personable, able to communicate well with others	E	A/I/R
14. Ability to work well within a team, and support colleagues	E	A/I/R
15. Self-motivating and proactive	E	A/I/R
16. High level of initiative and ability to work independently	E	A/I/R