



PARK VIEW
Thrive

Recruitment pack: Learning Resource Centre Manager

(Inner London Pay Scale - SO1)





We know that a school is only as good as its team. Park View is dedicated to providing every staff member with an environment in which they can flourish.

To achieve this we are committed to three core principles that underpin how we offer our staff a career to enjoy and be proud of. The principles are:

- Inspire - supply an inspiring environment for staff to thrive and develop professionally and personally.
- Nurture - provide the opportunity to plan a successful career path.
- Develop - We understand that we have a responsibility to provide all staff with the resources and support to accumulate the experience and skills needed to fulfil your true potential.

Supply an inspiring environment for staff to thrive and develop

We recognise the importance of providing our staff with an environment where they are motivated, supported and valued. We have worked diligently to create an atmosphere where people are actively encouraged to ask questions and seek support, whilst also being provided with the freedom to explore opportunities that can bring real, positive change to our students' education. By joining us you will flourish as part of a successful, supportive and vibrant team where no two days are ever the same.

Nurture a successful career path for all employees

We empower our staff to have a strong outlook on their role at Park View and to play an active part in developing their own career path. You will be supported to build your career vision and aspirations by your line manager, who will be responsible for ensuring you are on track to achieve your goals.

Provide accessible development opportunities to staff at all levels

We know that we have a crucial part to play in providing you with the resources and support to accumulate the experience and skills needed to fulfil your true potential. With this in mind, we invest heavily in all our staff throughout their time with us, providing them with relevant development opportunities to match their personal career paths, to ensure that aspirations become a reality.

“Here at Park View you are encouraged to take responsibilities to help further your professional development.”
Lucie Hiron, English Teacher



A View from the Top



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Park View is committed to standing out from the crowd as an industry-leading employer. We are committed to providing you with a benefits package that you won't find elsewhere and demonstrates that your job satisfaction is crucial to us.

We understand that the mental and physical welfare of our team has a direct impact on the quality of education we can provide our students. We also understand that pressures from outside of work may also have a bearing on staff wellbeing. This is why we have created a benefits package designed to support you, not just inside of school but outside as well.

From discounted gym membership to free counselling, and from our dedicated wellbeing team to staff socials, we create an environment where employees can thrive in a high performing team. We pride ourselves on being an outstanding employer, and giving everyone who works with us a 'View from the Top'.

Unique benefits

- A right to a generous special leave allowances including dependency leave, carer leave and compassionate leave if required.
- Enhanced maternity, adoption and paternity pay and leave.
- 'Eden Red' childcare vouchers.
- Tax free bikes via Park View's cycle to work scheme.
- Interest-free loans for travel season tickets.
- Free eye test every two years for all, or every year once over the age of 50 and a contribution to the cost of your glasses.
- Heavily subsidised membership with Fusion Gyms.
- Inner London weighting pay rate.
- Free staff social events throughout the year.
- Subsidised healthy meals available.
- Park View is located next to an award-winning park, which includes an open recreation space, a managed garden, tennis and basketball courts.
- The surrounding area has a wide range of multicultural cuisine available.
- Free Fitness Suite for all staff.

Professional benefits

- New members of staff can expect a thorough induction programme.
- A dedicated member of staff acting as a mentor will assist with identifying training needs and development opportunities.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An enthusiastic wellbeing team who arrange great team building and rewarding activities for staff.
- Teachers' pension scheme.

“The multicultural cohort at Park View builds an ethos of community and cohesion, while also working alongside staff who have a genuine passion for teaching.” Will Berridge, Assistant Headteacher



Learning Resource Centre Manager

We are looking to appoint an enthusiastic and talented individual to take on this important role.

The successful candidate's main objectives will be:

- To be responsible for the organisation, management and development of the school's Learning Resource Centre to support learning, teaching and enrichment activities throughout the school.

Main duties and responsibilities (in conjunction with and under the supervision of the relevant manager)

- Formulate and implement a policy for the LRC that reflects and embodies the learning policy, and to monitor its effectiveness in meeting the needs of all students.
- Promote use of the LRC for all members of the school community
- Develop an attractive, well organised and supportive work and research environment for students.
- Manage the annual budget for the LRC.
- Produce an annual report to the Governing Body on the book stock and other resources, and developmental needs in relation to the LRC's integral role in supporting the curriculum.
- Collaborate with HODs, HOYs, teachers and support staff to help students become independent researchers and gain an understanding of teaching and learning pedagogy to enable this.
- Support and contribute towards the development of the school's Virtual Learning Environment and other forms of e-learning.
- Support and develop whole-school initiatives, particularly those which relate to raising standards of literacy.
- Produce termly reports and analysis of book lending and the use of resources
- Contribute to curriculum development and raising achievement through attendance at appropriate meetings and informal liaison with other staff.
- To select, acquire, organise, promote and maintain books and other learning resources to cover the full age and ability range of the community, including pupils with Special Educational Needs, English as an Additional Language and Gifted and Talented.
- To develop and optimise the use of ICT services within the LRC.
- To develop training packages for staff and students on the use of LRC based ICT as an effective information retrieval tool.
- To arrange materials for effective retrieval including the systematic indexing, classification and cataloguing of all LRC resources, and to publicise these to LRC users.
- To promote respect for the school's book stock and other learning resources, ensuring the return of books in accordance with the school policy.
- To maintain high standards of behaviour for learning in accordance with school policy.
- To ensure a high standard of display and promotional material to enhance the standard of appearance of the LRC – regularly changing displays to both reflect the school's curriculum and issues of topical interest.
- To promote equality of opportunity in all aspects of the provision of learning resources, in accordance with the school's policy, and to ensure that the resources reflect the multicultural background and bi-lingualism of pupils
- To provide guidance and assistance to students on:
 - a. Appropriate strategies for the selection of information resources to undertake assignments both from within the school and the wider community
 - b. The effective use of specific resources, e.g. reference material
 - c. The choice of literature and materials to meet curricular and leisure needs
 - d. The compilation of book lists and other promotional material where appropriate
- To provide guidance and assistance to teachers on maintaining a high level of resource awareness relating to relevant course/ subject areas and professional reading.
- To promote a reading culture within the school through book groups, reading prizes and competitions. These reading groups to target a range of ages and abilities. Reading groups to be run on a regular basis and with active encouragement and monitoring of attendance.
- To contribute to the assembly programme in order to raise the profile of reading within the school.



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- To liaise with authors and poets and host reading events within the school.
- To liaise with other schools and relevant institutions locally in promoting a reading culture.
- To be responsible for the recruitment, training and supervision of parent, pupil and community volunteers.
- To liaise with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations, such as the public LRC service and the museum service
- To promote personal professional development making full use of advisory services and maintaining a high level of current awareness regarding children's literature and developments in education librarianship.
- To manage other staff to support the duties and responsibilities of this job description.
- Any other duties that may reasonably be regarded as within the nature of the duties and responsibilities of the post.



Learning Resource Centre Manager Park View Person Specification

Qualifications

- First degree

Experience

- Experience of library management in a large complex organization.
- Experience of profiling and managing libraries
- Experience of monitoring and managing libraries in line with statutory regulations
- Experience of managing staff
- Experience of marketing to increase the profile in the community

Knowledge

- Good knowledge of library procedures
- Good working knowledge of ICT software systems relevant to the post
- Good knowledge of effective library systems
- Knowledge and awareness of the private sector and opportunities for sponsorship
- Knowledge and understanding of effective systems for monitoring the efficiency of all aspects of the library

Skills & Competencies

- Excellent interpersonal and communications skills
- Ability to work under pressure and to tight deadlines
- Ability to line manage staff effectively and sensitively
- Ability to work on own initiative, to prioritise work and know when to refer significant issues to the line manager, Headteacher or Governing Body
- Good written communications skills and the ability to prepare reports for governors and senior management
- An openness to new challenges and opportunities.