

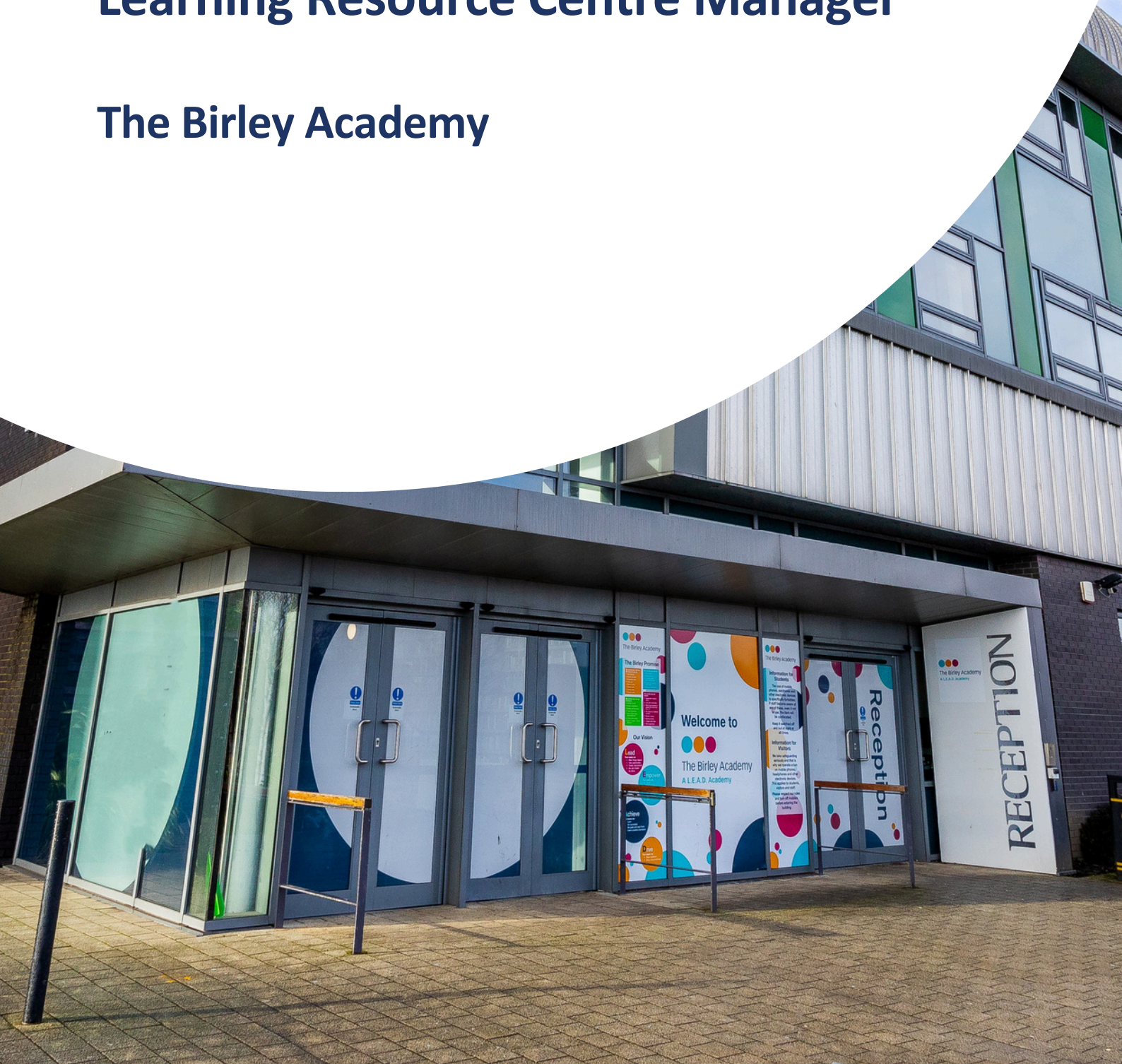


The Birley Academy  
A L.E.A.D. Academy

# Candidate Information Pack

## Learning Resource Centre Manager

The Birley Academy





## Welcome from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.



**Victoria Hall, Headteacher**

## About The Birley Academy

At The Birley Academy our vision is simple; we challenge ourselves and each other to be our best selves, demonstrating our school values every day, in all situations. Our latest Ofsted inspection rated the academy 'Good' across all areas and noted that students are 'proud to say they are part of The Birley Academy community. We want to be the school of choice in our region, showcasing excellent teaching and providing our pupils with an exemplary education and school experience.

Our values of Courage, Ambition, Respect, Kindness and Integrity have been developed with our staff and pupils to help all to succeed in life and achieve our academy vision together.

We are dedicated to providing a transformative educational experience that prepares students not only for academic success but also for a life of purpose, responsibility and fulfillment.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential. We work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our pupils.



## About the Role

We are seeking an enthusiastic, highly organised and literacy-driven Learning Resource Centre Manager to play a central role in developing a strong reading culture at The Birley Academy.

This is a pivotal opportunity for a professional who believes passionately in the power of reading to transform lives. At Birley, reading and literacy sit at the heart of our curriculum and wider educational offer, and the Learning Resource Centre (LRC) is a key driver of this ambition. Working closely with the Reading and Literacy Lead, English department and wider staff team, you will lead the day-to-day management and strategic development of the LRC as a vibrant, welcoming and purposeful space that inspires a love of reading.

Your work will have a direct impact on pupils' literacy development, confidence and engagement with learning. From managing resources and systems to delivering targeted reading support and coordinating whole-school literacy initiatives, this role combines organisational expertise with meaningful work alongside young people.

This role is ideally suited to someone who enjoys working independently while being firmly rooted in a collaborative school community, and who wants to make a tangible difference to pupils' outcomes and life chances.

## What We Are Looking For

We are looking for a committed and motivated professional who combines strong organisational skills with warmth, initiative and a genuine passion for reading.

The ideal candidate will:

- Be passionate about promoting reading for pleasure and raising the profile of literacy across the school.
- Have experience working with young people in an educational or similar setting.
- Demonstrate excellent organisational and administrative skills, with the ability to manage systems, resources and data effectively.
- Be confident in using ICT and management information systems to support evaluation and impact.
- Be able to build positive, trusting relationships with pupils, staff and external partners.
- Show initiative, resilience and the ability to work independently while contributing positively to a wider team.
- Embrace the Trust's core principles of Lead, Empower, Achieve and Drive, and model them consistently in everyday practice.

Experience of working in a school or library setting and of cataloguing or managing learning resources would be advantageous, but a strong commitment to learning, inclusion and professional development is essential.

## Why Join Us as Learning Resource Centre Manager?

This is an exciting opportunity to take ownership of a key space and strategy within a values-driven academy that places literacy, inclusion and pupil development at the centre of its work.

By joining The Birley Academy, you will benefit from:

- The opportunity to shape and develop the Learning Resource Centre as a central hub of reading and learning.
- Close collaboration with a passionate English and literacy team and a supportive leadership structure.
- The chance to lead and support whole-school literacy initiatives and enrichment activities.
- High-quality professional development and support through L.E.A.D. Academy Trust.
- A culture that values relationships, purpose and continuous improvement.
- The satisfaction of seeing your work make a direct and lasting impact on pupils' confidence, engagement and success.

This is a role where your organisational expertise, creativity and commitment to literacy will be valued, your professional growth supported, and your contribution clearly felt across the school.

## Our Location and Community

The Birley Academy is located in the south-east of Sheffield, a vibrant and diverse city known for its strong sense of community, excellent transport links and high quality of life. The academy benefits from a well-connected location with easy access to Sheffield city centre and surrounding areas.

Sheffield offers a unique blend of city living and green space. As one of the UK's greenest cities and gateway to the Peak District National Park, it provides outstanding opportunities for outdoor activities alongside a thriving cultural, culinary and music scene.

This setting enables staff at Birley Academy to enjoy a rewarding and purposeful career while maintaining a healthy work-life balance.

# Benefits of being part of the Trust



## Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



## Learning Resource Centre Manager

Location: The Birley Academy, Birley Lane, Sheffield S12 3BP

Salary: SCP 18 - SCP 23

Closing date: Monday 01 June 2026 - 08:00

Interview date: Friday 05 June 2026 (TBC)

Start date: ASAP

### Job purpose:

To contribute to the development of a strong, effective school, which holds reading and literacy at its heart. To enthuse and inspire young people to engage with reading and expand their knowledge and confidence through this. To deliver bespoke reading interventions to support literacy development. To manage the Learning Resource Centre to ensure it is a place of passion for reading.

### Duties and Responsibilities:

#### General

- To have overall responsibility for the management of the Learning Resource Centre.
- Managing, developing and organising the Learning Resource Centre.
- To index, catalogue and classify learning resources in the Learning Resource Centre and develop and maintain accurate and reliable catalogue and lending systems.
- Withdrawing stock under the direction of the reading/literacy lead/English department and other subject areas.
- Providing support for cataloguing of new material to the Learning Resource Centre collection.
- Processing new material so that it is ready for shelving.
- Managing the Learning Resource Centre management system and supporting its use.
- Running the overdue system.
- Help Learning Resource Centre users find material to meet their needs.
- Encouraging pupils and staff in using the Learning Resource Centre through supporting a range of Learning Resource Centre-based activities.
- Supervision of pupils when using the Learning Resource Centre.
- Manage the day to day running of the Learning Resource Centre and oversee its development as a key component in the school's teaching and learning environment.
- Integration of the Learning Resource Centre and its services into the life of the whole school.
- Ensure an effective Learning Resource Centre service to complement the education of pupils.
- Collaborate with reading/literacy lead/English department in the design and delivery of reading/literacy programmes or resources for specific projects.
- Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- Arrange various events to promote literacy in the school including World Book Day or other specific literacy events.
- Inspiring pupils by securing authors to visit the school for discussions.
- Organising school reading competitions and other enrichment reading activity.
- Support and contribute with the whole school initiative on reading.
- Support and contribute to improving completion rates for other reading specific initiatives across school. For example, Sparx Reader, Accelerated Reader.
- Facilitate the school's online reading assessments e.g. NGRT.

# Job Description



## Literacy Reading Programme

- Work with the reading/literacy co-ordinator and relevant senior leader to identify standardised aged scores and reading ages of all pupils.
- Raise the profile of reading throughout the school, so the pupils 'read for pleasure'.
- Support with the form time weekly literacy reading programme.
- Support targeted pupils with the reading.
- Support the reading team by organising and distributing Tutor Time reading books, alongside evaluating pupil engagement in the reading books administered.

## School Administration

- Undertake minuting of appropriate meetings as required by the school.
- Utilise administrative equipment such as the photocopier and laminator as required for reading and literacy-based resources.
- Maintain manual and computerised records using Management Information Systems if required.
- Use the Management Information System, along with other systems to provide data when evaluating the impact of the Learning Resource Centre on promoting reading.
- Contribute to the development of strategic plans that help improve Learning Resource Centre usage and its effectiveness in improving reading for pleasure.
- Participate in appraisal, training and professional development opportunities as required to fulfil the role.

## Other Responsibilities

- Champion the Trust's principles of 'Lead', 'Empower', 'Achieve' and 'Drive'.
- To uphold and champion the Academy's Values
- Contribute to the wider life of the Trust and the L.E.A.D. community.
- Work within school policies and procedures.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships for parents and outside agencies.
- Undertake other duties consistent with the scope of the post and within the competence of the post holder as required, in accordance with the Academy's aims and objectives.
- Carry out any such duties as may be reasonably required by the Trust.

## Records Management

- All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.
- As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. This includes changes to any relevant national Standards and other requirements of the professional role.

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• 5 A*- Cs or 9 - 4 grades at GCSE including English and Maths.</li> <li>• Evidence of Continuous Professional Development.</li> </ul>	

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Organised and efficient administrative skills.</li> <li>• Ability to maintain positive relationships with pupils and other adults.</li> <li>• Ability to speak in front of large groups of pupils and small groups of staff.</li> <li>• Ability to work effectively and sensitively with a range of groups and individuals.</li> <li>• Ability to prioritise, work quickly and accurately, particularly under pressure and to meet deadlines.</li> <li>• Ability to work unsupervised, use own initiative and make appropriate decisions.</li> <li>• Ability to address sensitive matters with a caring approach and appropriate confidentiality.</li> <li>• Strong verbal and written communication skills.</li> <li>• IT software packages, e.g. MS Office and data bases and its application in schools.</li> <li>• Good understanding and ability to use relevant technology e.g. Photocopier.</li> <li>• Understanding of how to provide a welcoming environment.</li> <li>• Understanding how to develop and maintain effective filing systems.</li> <li>• Ability to use ICT confidently to communicate, review data and present information to others.</li> </ul>	

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Working with young people in an education setting.</li> <li>• Effective use of ICT packages, especially MS Office.</li> <li>• Effective use of e-mail systems/online platforms.</li> <li>• Collaborating with colleagues in the planning, development, delivery and evaluation of relevant learning resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of SIMS and/or other management information systems.</li> <li>• Experience working in a school, college, public or academic library</li> <li>• Experience of indexing, cataloguing and classifying learning resources.</li> </ul>

Personal Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Commitment to working flexibly before and after school hours as required as well as enrichment opportunities for learners.</li> <li>• Highly organised, literate and articulate.</li> <li>• A passionate belief in the school's mission statement.</li> <li>• A strong belief in the value of education in developing citizens.</li> <li>• Highest levels of professional and personal integrity.</li> <li>• A strong commitment to inclusion and overcoming barriers to learning and achievement.</li> <li>• Personal resilience, persistence and perseverance.</li> <li>• Commitment to the pursuit of continuous professional development by oneself and others.</li> <li>• A strong belief in the value of education in developing citizens.</li> <li>• A strong commitment to the Trust value of 'Lead'.</li> <li>• A strong commitment to the Trust value of 'Empower'.</li> <li>• A strong commitment to the Trust value of 'Achieve'.</li> <li>• A strong commitment to the Trust value of 'Drive'.</li> <li>• Commitment to support L.E.A.D Academies' agenda for safeguarding and equality and diversity.</li> <li>• Passionate about building a culture of reading within the Academy</li> <li>• Resilient and a team player</li> <li>• A good sense of humour and an ability to find joy in little wins!</li> </ul>	



# How to apply

Closing date: Monday 01 June 2026 - 08:00  
Interview date: Friday 05 June 2026 (TBC)  
Contact email: HR@birleysecondaryacademy.co.uk  
Contact number: 01142392531

Please apply online through the [Trust recruitment portal](#) or visit [recruit.sampeople.co.uk/Jobboard/Trust/lead](https://recruit.sampeople.co.uk/Jobboard/Trust/lead).

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



# About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

## Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



**Lead**



**Empower**



**Achieve**



**Drive**

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

*Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.*



**24**

Primary Academies



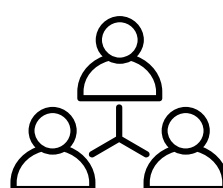
**03**

Secondary Academies



**05**

Geographical Regions



**11,500**

Pupils



**1,650**

Staff



**The Birley Academy**  
A L.E.A.D. Academy

**The Birley Academy**

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[www.birleysecondaryacademy.co.uk](http://www.birleysecondaryacademy.co.uk)