



# **OVERTON GRANGE SCHOOL**

## **Learning Resources Centre (LRC) Co-ordinator Recruitment Pack**



**Overton Grange School, 36 Stanley Road, Sutton, SM2 6TQ**

**COMMUNITY | INSPIRATION | SUCCESS**

# Letter from the Headteacher

Thank you for your interest in applying for the position of LRC Co-ordinator. This role is a key position in the school, its growth and future developments. The successful candidate will join a team of highly motivated and talented colleagues across the rest of the school.

This is an exciting time to be joining our school as we continue our journey towards excellence in everything we do and providing the necessary support for all our students to be successful when making the next step. This post is instrumental in achieving our vision over the coming years whilst responding to the ever-changing educational issues.

The successful candidate will have the knowledge and skills to add value in these areas, but will also be flexible and creative, with a passion for education and a track record of excellent teaching and building great relationships with students, staff, and parents.

In 2019, the school was judged by Ofsted as 'Good' with many outstanding features. We are delighted that at our continuous journey of self-improvement has seen many reviews that recognise our many strengths, and we look forward to our next visit from Ofsted. We have a strong, dynamic and committed staff. Collaboration between all areas of the school is strong and staff well-being is a constant priority for all leaders.

The culture of the school has a strong ethical stance, core values and ethos to inspire individuals in the school to develop as global citizens and to be the best they can be. Our core values are Community Inspiration and Success and we are proud that this is clearly 'lived and breathed' in all areas of the school.

We are looking for a person with integrity who is genuinely committed to improving the life chances of young people and adults, not only in the school but also in our community.

Please contact the school if you would like to discuss the role or would like to visit. We look forward to receiving your application.

Yours faithfully



**Chris McNab**  
**Headteacher**

# The Application Process

The closing date for applications is: **Friday 20<sup>th</sup> June 2025**

Interviews for shortlisted candidates will take place on: **Monday 23<sup>rd</sup> June 2025**

## General discussions

For an informal chat about the role and the school, or to arrange a visit with the Headteacher, please contact the Head's PA, Samantha Robinson on: [s.robinson@overtongrange.sutton.sch.uk](mailto:s.robinson@overtongrange.sutton.sch.uk)

## How to apply:

Please ensure you complete the application form clearly addressing the person specification. This should be returned electronically to the Headteacher's PA, Samantha Robinson by **10am on the closing date**.

**All applications will be acknowledged on receipt.**



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## Our Vision

The vision of Overton Grange School is to provide a safe, challenging, and happy community which prepares learners of today for the demands and opportunities of tomorrow. Alongside the underpinning values of Community, Inspiration and Success we believe this is experienced by all stakeholders on a daily basis.

The staff's dedication, the students' positive attitude, and our parents' commitment are the cornerstones of Overton Grange School. As a school we are excited to build upon these strengths and foster a culture of continuous self-improvement, to enrich our learning environment. As such, we will continue to maintain high expectations, focusing on engagement in lessons, student behaviour and positive relationships.

We are committed to nurturing confident, successful learners, and encouraging all our young people to make the most of opportunities that are provided throughout their educational journey. Our curriculum is at the heart of our students' journey at the school and we consistently look to ensure that our provision allows every student to achieve their potential.



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# School Development Plan

## Summary of our School Development Plan 2024-25

Area	Target	Required Outcome (look like)
Quality of Education	Student Outcomes	P8 Target 0.10* (Attainment/progress Equivalent) Reduce variance – Key student groups inc SEND/disadvantaged /Male students: P8 in line with cohort/Above NA – gaps diminishing
	Literacy Focus	Reading curriculum in place  Department focus: Disciplinary literacy Pastoral focus: Engagement with reading Student: Weakest readers accelerated progress Staff CPDL: Whole staff responsibility
	Maximising Learning Time in lessons	Students making progress over time in line with targets (Assessment points/student books etc) Students level of engagement are high in all lessons
Behaviour & attendance	Attendance	Overall attendance: 93%+ Persistent Absence: <20%
	Student behaviour	Reduce suspensions (50% reduction) and exclusions (0%)  Reduce low level disruption - To improve climate for learning within lessons/Maximise learning opportunities/reduce incidents of low level behaviour
Personal Development	Extra curricular	To enhance existing programme of extra curricular activities To ensure key student groups are accessing extra curricular programme (Enrichment)
	Pastoral Curriculum	To ensure a positive impact of the Pastoral Area/Tutor curriculum: Attendance, student safety, Personal development, Aspirations, Reading
Sixth Form Provision	Student Outcomes	Improve student attainment & progress (VA/Average grade/% achieving target/Minimise variance)
	Curriculum/Context	To review/adapt the Curriculum to ensure it best serves the students of the school
Leadership & Management	To Outward facing position of the school	Increase Year 7 & 12 recruitment (PAN)
	Positive impact of all Line Management	All staff supported to meet departmental/pastoral targets
	ICT	IT to support all areas of the academy

# Job Description

<b>JOB TITLE</b>	LRC Co-ordinator
<b>REPORTS TO</b>	Head of English / Senior Leadership Team
<b>START DATE</b>	1 <sup>st</sup> September 2025
<b>SALARY</b>	APT&C Grade 5/6 (scale point 11-20) £31,074 - £35,448 FTE
<b>HOURS</b>	Full time 8.30 – 4.00pm Monday to Friday = 35 hours with a 30 minute unpaid lunch break to be taken outside of student lunchtime Term time only (+5 INSET days) = 39 weeks per annum

(part time hours can be discussed with a suitable candidate),

## General Purpose of the Role:

To manage the day to day running of the School Learning and Resources Centre. The successful candidate will play an essential role in supporting students learning and development into effective, independent learners and readers by working with key staff to ensure a welcoming and stimulating LRC.

## Key Responsibilities:

- To provide and promote an effective Learning Resources Centre to support learning throughout the school.
- Be able to accurately enter and retrieve data information from appropriate information systems.
- Be able to research and recommend appropriate books for students and encourage them to further their reading by offering alternative book choices.
- Work alongside the Careers Team to ensure the right material is available with an up-to-date and stimulating range of resources relevant to a wide range of subject areas and careers.
- To ensure the LRC is used by students in accordance with the school ethos and the LRC Guidelines for use.
- To keep accurate records of resource borrowing, overdue notices and reports. The school currently uses the Librarilea online library system.
- To be responsible for the stationery stock and sales, whilst maintaining a well presented and tidy LRC, including imaginative displays, books, posters and other material to encourage book borrowing and investigation.
- To assist in promoting a positive image of the Resource Centre to students and staff.
- To work closely with the English department and Literacy Leads to promote and support reading for pleasure.
- Identify events and opportunities for wider-curricular learning, in particular, through working with the House and Literacy co-ordinators.
- Supervising students using the LRC for independent study and maintaining a supportive atmosphere conducive to a positive learning experience.

## Person Specification:

Essential	Desirable
A good standard of education.	Appropriate librarian qualifications and training, or willing to work towards.
<p>IT knowledge and ability to use computers confidently;</p> <p>Knowledge and understanding of the school's ethos, and ability to promote this ethos;</p> <p>Able to work co-operatively and individually;</p> <p>Willing to learn new skills;</p> <p>An appreciation of Health and Safety issues;</p> <p>Able to adhere to and promote the school's Equal Opportunities Policy.</p>	<p>Previous experience of working in an LRC setting;</p> <p>Experience of working in a school environment;</p> <p>Knowledge of computer library systems;</p> <p>Knowledge of SIMS.</p>
<p>Good working knowledge of the principles of effective reading strategies;</p> <p>Knowledge of how to run an effective LRC;</p> <p>Ability to work under pressure and manage conflicting demands;</p> <p>Willingness to undertake staff development and skills updating as necessary;</p> <p>A team player;</p> <p>Ability to work independently;</p> <p>Good organisational and time management skills;</p> <p>Knowledge and understanding of the school's safeguarding procedures and ability to ensure compliance with the school's Pastoral and Child Protection policies at all times.</p>	
<p>Passionate about reading;</p> <p>Professional appearance;</p> <p>Highly motivated;</p> <p>Good sense of humour;</p>	

Commitment to high standards and expectations; Excellent role model for students.	
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## The ideal candidate will be:

- Someone with clear potential to learn and improve.
- An advocate for young people.
- Innovative, creative, resilient and dynamic.
- An excellent communicator who has a positive attitude to life and work.
- Able to demonstrate impact in their current role.

Overton Grange School welcomes applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our students, as well as from both newly qualified and more experienced teachers.

Overton Grange School is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Appointment is subject to a satisfactory occupational health medical report, two suitable references, an enhanced DBS report and an online social media check.