



APPLICANT PACK

LRC and Literacy Skills Coordinator

Address: Trafalgar Street, SE17 2TP

Website: www.southbankua.org.uk

Number: 020 7277 3000

Letter from the Principal:



Dear Applicant,

Thank you for taking the time to find out more about this opportunity to work with us at the South Bank University Academy. This recruitment pack gives you information about the role and the school, which will help you in completing an application.

South Bank University Academy is a happy school with high standards of behaviour, where students feel safe and secure. Our teachers build strong relationships with every student, they nurture their personal growth and, through carefully designed experiences, support them to: Create a better future for themselves and those around them.

“Pupils are taught what it means to be a responsible citizen. Pupils take full advantage of the opportunities made available to them. Pupils spoke about their social responsibility to work for the good of other people.”, Ofsted, June 2022

Everything we do is true to our values of social justice, endeavour, empathy and kindness and community.

Social justice – We work to secure our students personal future and empower them to improve the lives of others

Empathy and kindness – This is the natural default mode of a SBUA student and the success is manifested in the strong relationships and wellbeing of themselves and others.

Endeavour – Our students understand that to create a better future they will require huge amounts of effort and resilience over a long time. Hard work leads to successful

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outcomes

Community –We are a supportive, nurturing group working collaboratively to create a better future for ourselves and those around us

We expect our staff to embody these values every day in their interactions with students and in contributing to the wider school community.

“Pupils are safe and well cared for. They enjoy coming to school and like the strong sense of community. Pupils understand the school values of social justice, endeavour, kindness and know why these are important.” Ofsted, June 2022

We supplement our knowledge rich curriculum with an extensive enrichment curriculum of contextualised projects, educational visits, lectures, community work and a range of additional clubs and societies.

We recognise that each subject has a unique pedagogical approach which is closely tied to the curriculum that is created for students. We are a learning organisation and regularly reflect on our practice through structured training sessions as well as opportunities to direct your own development.

The academy is part of the South Bank Academies Trust, which in turn is part of the innovative London South Bank University Group. The LSBU Group has a bold mission to break down educational barriers in south London, supporting social justice and providing pathways through education into high quality careers.

I very much look forward to receiving your application.

Annette Moses
Principal

About the role:

We are seeking to appoint a driven and conscientious LRC and Literacy Skills Coordinator. This is an exciting opportunity allowing you to be at the heart of shaping the future success of the school.

South Bank University Academy is a mixed 11 - 18 school located in the heart of London. The school opened in September 2014 and is sponsored by London South Bank University. The school is part of the South Bank Academies Trust. South Bank University Academy has been graded as 'Good' in its most recent Ofsted inspection in 2022 with inspectors saying "Staff know their pupils well and encourage them to do their best. Pupils value the academic opportunities provided for them. They work hard in lessons. Pupils are resilient and determined even when they find the work challenging."

Our school is a safe haven where every child enjoys their own journey of discovery, creativity and imagination and develops a love for their learning. The students leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and experience they need to thrive in the world.

We are looking to appoint someone who:

- has a passion for working with young people and the impact this can have on their lives.
- has a range of high-quality organisational skills and a commitment to continually strive to improve and develop these skills.
- has imagination and is able to take the initiative in developing ideas.
- has highly developed interpersonal skills who can develop and maintain effective working relationships with staff, students and parents.

Contract Type:

Full Time, Term Time
Only, 41 weeks per year

Start Date:

September 2024

Hours:

35 hours per week

Probation period:

6 Months

Location:

Trafalgar Street,
SE17 2TP

Salary:

G2 - £21,374 - £23,872
(Actual salary)

Pension:

LGPS

Reporting to:

Principal and Head of
English

Direct Reports:

None

Other Benefits:

- Free lunches (Term Time) in return for duties
- LGPS
- Perks and benefits package (Sodexo)
- Employee assistance programme
- Cycle to work scheme
- Season ticket loan
- Specsavers eyecare
- Access to workshops during the holidays and evenings

Job Description

Key Responsibilities

1. Overview of Role

- To provide support and high-quality customer service to the users of the Learning Resource Centre (LRC).
- To promote the use and benefits of the LRC, promoting student engagement.
- To provide effective learning spaces and resources to support independent learning and welcoming service for all members of the academy.
- To co-ordinate the day-to-day running of and supervision of users in the LRC.

2. Running of the LRC

- To oversee the issue of and recall of books, generating and circulating overdue notices by getting in contact with tutors and parents/carers where necessary to recall books.
- Oversee the day-to-day running of the Bedrock Learning Programme, including monitoring usage and issuing of prizes.
- To conduct stock audits, and producing book/resource orders relevant to the curriculums being taught across the academy (subject to financial approval by LRC line manager)
- Delete old and redundant stock, catalogue new stock, collate wish lists and requirements from departments and students.
- To promote books and resources through displays, publications, video and other digital formats that tie into the curriculum such as tweets on the academy Twitter account.
- Support with administering NGRT tests and analysing the data from the testing.
- Ensure Oliver the online library system is up to date and as user-friendly as possible so that readers can find the resources they need.
- Research and recommend relevant websites, ensuring that any internet access is safe and compliant with the academy policies.
- Ensure that the LRC area is always maintained in a clean and functional state.
- Liaise with other libraries such as local libraries and South Bank University Library and organise trips and visits

3. Working with Members of Staff and Students

- Deliver learning resource/library inductions to both students and staff.
- To plan, deliver and track literacy intervention to small groups of students in consultation with the Head of English.
- Work with the Head of English to deliver a World Book Day Festival each year.
- Run events throughout the year to celebrate and highlight events of cultural significance.
- Facilitate after school independent study classes, helping students focus on their studies and providing support.
- Provide guidance and assistance to students and staff on the selection of relevant resources and books and their effective use both for academic and leisure purposes.
- Arrange the effective deployment of student volunteers and supervise their work.
- Be confident and comfortable in working with readers of different ages and abilities on

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a face-to-face basis.

- Deal effectively with behaviour, enforcing the Learning Resource Centre rules to maintain an environment conducive to study in accordance with the academy behaviour policy

4. Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school including extra- curricular
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- take responsibility for improving practice through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to students' achievements and well-being.
- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to professional position
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- promoting fundamental British values, including democracy, the rule of law, individual liberty

5. Additional duties

- Work with the Principal
- Actively develop opportunities to secure and embed partnerships outside the academy: with employers, community groups, educational providers or charities for example.
- Act with integrity and ensure a high standard of care and safeguarding for all our students.
- Comply with health and safety rules and legislation, always ensuring the safety of students and staff.
- Provide a highly visible presence to students and colleagues through the day.
- Attend open evenings, parental events, progress review meetings and other dedicated activities, as required.
- Act in compliance with data protection legislation in respecting the privacy of personal information.
- Comply with the principles of GDPR in relation to the management of Academy records and information.
- Undertake additional duties as may be reasonably directed by the Principal or line manager where they meet the priorities of the Academy.

Person Specification

Essential	Desirable
Qualifications and background	
<ul style="list-style-type: none"> ▪ English and Mathematics GCSE grade C (or grade 5) or above. ▪ Level 4 or above vocational qualification. 	<ul style="list-style-type: none"> ▪ Further education training and qualifications.
Relevant Experience	
<ul style="list-style-type: none"> ▪ Excellent English, Maths and IT skills ▪ Excellent interpersonal skills ▪ Good administrative and organisational skills ▪ The ability to work within the academy policies, procedures and expectations ▪ The ability to prioritise and work to given deadlines ▪ Excellent accuracy and a meticulous attention to detail ▪ The ability to work in an organised and methodical manner ▪ The ability to work as an effective team member ▪ The ability to maintain efficient record keeping systems ▪ An excellent working knowledge of literature including childrens and young adults 	<ul style="list-style-type: none"> ▪ working knowledge of IT packages including Google Classroom, Outlook, Bedrock and Oliver: Library Cataloguing Software
Personal values and skills	

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- Commitment to the values of the school
- Good understanding of inner city schools and a commitment to enable equality of opportunity in all aspects of school life.
- Proven tact and diplomacy when dealing with adults and young people
- Proven reliability, honesty and trustworthiness
- Ability to remain calm and cope with them unexpected
- A friendly yet professional and respectful approach which demonstrates support and shows mutual respect
- Commitment to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping
- A 'can do' attitude
- Energy, enthusiasm and commitment
- Emotional resilience
- Committed to safeguarding and promoting the welfare of children and young people
- Commitment to inclusion

- A willingness to go the extra mile.
- A passion to engage students in enriching learning experiences

Information for Applicants

Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and South Bank University Academy will be required to apply for an enhanced disclosure (a criminal records check) from the Disclosure and Barring Service for the successful candidate.

A criminal record will only be taken into account for recruitment purposes where the conviction is relevant to the position being applied for and, if this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for staff applying internally.

Further information about the Disclosure scheme can be found at: www.gov.uk/dbs.

Online searches

South Bank Academies will consider carrying out online searches of shortlisted candidates in line with KCSIE guidance (2023).

Safeguarding recruitment statement

South Bank Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be made subject to an enhanced Disclosure and Barring Service (DBS) clearance, references covering the previous five years of employment and overseas police checks where appropriate. Our recruitment and selection panels consist of at least one 'safer recruitment' trained member and all staff, on induction to our school, are required to undertake safeguarding training within the government's Keeping Children Safe in Education (KCSIE) guidance.

Equal opportunities

South Bank University Academy recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of South Bank University Academy's commitment to equality and diversity: To provide and promote equality of opportunity in all areas of its work and activity; To recognise and develop the diversity of skills and talent within its current and potential community; To ensure all school members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction; To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation; To promote good relations between individuals from different groups.

Applicants with disabilities

We are keen to increase the number of disabled people we employ and therefore encourage

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applications from individuals with a disability who are able to carry out the role. If you have special needs in relation to your application please email HR@sbatrust.co.uk.

Response

We very much regret, due to limited resources and large numbers of applications, we are only able to inform short listed candidates of the outcome of their application. If you do not hear from us within four weeks of the closing date, please assume you have been unsuccessful on this occasion. We would like to assure you that every application is considered in detail and a shortlist drawn up after careful reference to the person specification. If, therefore, your application is not successful we hope you will not be discouraged and will apply for other suitable vacancies at South Bank University Academy in the future. The Academy reserve the right to close applications before the closing date advertised.

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How to Apply

If you would like any more information about the post, or would like to discuss the job before applying, please contact HR by hr@sbatrust.co.uk

Please complete the application form on TES

Closing date for applications: Please see advert.

Your application form should be completed in full.

South Bank University Academy is committed to safeguarding the welfare of children. The school is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level.

South Bank University Academy is an Equal Opportunities employer and welcomes applications from all sectors of the community.

