

*Ofsted rated GOOD and School of the Year 2018*



# LRC MANAGER PART TIME SEPTEMBER 2019



# RECRUITMENT INFORMATION PACK

**WRENN SCHOOL**  
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**WRENN  
SCHOOL**  
*Creative  
Education  
Trust*

Dear Candidate

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school and SCHOOL OF THE YEAR 2018 (Northampton Education Awards). We believe that our students should receive an excellent education with opportunities to succeed beyond their potential, encouraging them to become confident, independent young adults, balanced by compassion and respect for others.

Wrenn School has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve beyond our current P8 score of +0.15. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff. We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do, who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Your career and development as a member of staff is important to us and every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Teaching is a most satisfying and at the same time demanding profession, and the wellbeing of our staff is of paramount importance. We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all.

The Governors are passionate about securing the very best for the school and expect commitment and drive, coupled with sensibility and humility. If you feel you have the skills, expertise, energy, enthusiasm and passion to join the staff team here, then please ensure that you apply.

You will be able to find a wealth of information about Wrenn School on our website [www.wrennschool.org.uk](http://www.wrennschool.org.uk) which will help with your decision. Alternately you can arrange to visit us and talk to the students and staff, but more importantly you will see the Wrennaissance for yourself.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Steve Elliott', written over a light blue horizontal line.

Steve Elliott  
Principal



**WRENN  
SCHOOL**  
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# JOB ADVERT, DESCRIPTION AND SPECIFICATION





## Learning Resource Centre Manager

**Part time- 3 days a week (Monday, Tuesday and Thursday)**

**Permanent Post**

**22.5 hours per week (8.00am – 4.00pm each day)**

**38 weeks per year (term time only)**

**Start date – ASAP**

**Actual Salary: Grade 7 Points 23- 25 (Actual £13,742.19 - £14,651.24 per annum)**

**Grading and Salary will be based in accordance with our Pay Policy, linked to Performance**

We are looking to appoint for a new member of staff to join our expanding English team and share the running of our Learning Resource Centre. The successful applicant will be working across both sites (London and Doddington Road).

Wrenn School was awarded SCHOOL OF THE YEAR 2018 (Northampton Education Awards) and has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve beyond our current P8 score of +0.19. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff. We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do, who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Your career and development as a member of staff is important to us and every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work and research projects linked to the needs of our students and the school.

The successful candidate will be joining our family at an exciting time where we aim to be recognised as a top 10% school in the UK by 2021. We believe that every student is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. We have a traditional ethos called 'Proud to be Wrenn' underpinning our School and strive to develop the aspirations and values of every student and member of staff.

Situated on the outskirts of the town of Wellingborough, Wrenn is a popular School with dynamic, inspirational and caring staff. Expectations are high, Wrenn demands high standards and aspirations from students and staff alike, with an excellent programme of CPD support that will support and develop your career at Wrenn.

**For an application pack or to arrange a visit to our School, please contact Miss A Pomroy, 01933 222039 or [alice.wright@wrennschool.org.uk](mailto:alice.wright@wrennschool.org.uk) or visit our website [www.wrennschool.org.uk](http://www.wrennschool.org.uk)**

**Closing date:** Monday 2<sup>nd</sup> September 2019

**Interview date:** Week commencing 9<sup>th</sup> September 2019

We are an equal opportunities employer. The organisation is committed to safeguarding and promoting the welfare of children, we expect all staff to share this commitment. An enhanced DBS check, together with references from previous employers will be requested for short-listed applicants prior to interview.



## JOB DESCRIPTION - ASSOCIATE

<b>Job Title:</b>	LRC Manager (Job Share)
<b>Name:</b>	Vacant Post
<b>Grade:</b>	Grade 7 Points 23-25
<b>Salary:</b>	Actual £13,742.19 - £14,651.24 per annum
<b>Hours per week:</b>	22.5 hours per week (8.00am – 4.00pm)
<b>Weeks per year:</b>	38 weeks per year (term time only)
<b>Paid weeks per year:</b>	43.644 weeks per year
<b>Reporting to:</b>	Director of Lower School
<b>Accountable to:</b>	The Principal
<b>Disclosure &amp; Barring:</b>	Appointment to this post is subject to an enhanced check with the Criminal Records Bureau
<b>Date Job Description prepared/reviewed:</b>	17/07/2019

### 1. Safeguarding

The Organisation is committed to safeguarding and promoting the welfare of children and young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children and young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the fellowships agreed child protection procedures will be followed.

### 2. Job context

We are looking to appoint for a new member of staff to join our expanding English team and share the running of our Learning Resource Centre.

The successful applicant will be working across both sites (London and Doddington Road).

### 3. Main duties

## Job Description LRC Manager

#### 1: Main responsibilities of the Post

A Learning Support Manager on a job share basis to support literacy within school.

#### 2: Line Manager

Reporting to the Director of Lower School

#### 3: Staff supervised:

This post does not have line management responsibility for other members of staff.

#### 4: Duties and Responsibilities

Area of responsibility	Tasks involved	Working with
<b>Manage the day-to-day operation of the Learning Resources Centre</b>	Assist students in making effective use of the Learning Resource Centre (LRC) by advising them on the use of its printed and electronic resources.	
	Ensure effective and efficient access to printed and electronic information for students and staff.	
	Managing the issuing and returning of all resources.	
	Day-to-day oversight of ICT equipment, including housekeeping routines, first level system support, working to ensure effective operation of systems.	ICT Technical Support
	Maintain stock, including newspapers, magazines and other ephemeral materials, in a condition fit for use, repairing damage where necessary.	Finance Officer
	Receive and check deliveries, maintaining records of expenditure and passing on invoices for payment.	
	Prepare new books and other learning materials for use, including cataloguing and classification.	
	Maintain a safe and stimulating environment through the use of displays and calm, effective management of students.	
	Guide and assist students in choosing literature and materials to meet curricular and leisure needs, including the compilation of book lists and other promotional materials where appropriate.	
	Ensure that the needs of readers at Doddington Road are catered for.	Teaching staff SLT
	Maintain a high level of awareness of resources available to support relevant courses and subjects.	
	Provide guidance to staff on appropriate books and other resources that might support professional development.	
<b>Provision of appropriate resources</b>	Plan and support reader development, promoting the idea of reading for enjoyment, through special events and activities; and encouragement of the use of the LRC.	Teaching staff
	Maintain and develop stock of resources in accordance with the needs of the school and its students, catering for the full age and ability range and for the diversity of the school population.	
	Organise resources so as to facilitate retrieval. (This includes systematic indexing, classification and cataloguing, and dissemination of necessary information to staff and students on both sites.)	

	Work with the English department to support students on catch up programme.	Teaching staff
	Support staff in the running of an online reading programme	All staff
	Contribute towards the planning, development and delivery of literacy and language programmes, including the use of ICT as an effective information retrieval tool.	Teaching staff
<b>Responsibility for LRC budget</b>	Manage the LRC budget and any other budgets for which the post holder may become responsible, including the preparation of financial estimates and preparation of an annual report, in accordance with the school's financial procedures.	Finance Office
<b>Policy development</b>	Assist the Senior Leadership Team in formulating a Library and Information Policy, and review the policy regularly to ensure it continues to reflect the aims and objectives of the school.	SLT
	Contribute to the School Development Plan, particularly in relation to the development of information literacy, by preparing and leading the implementation of a School Library and Information Plan.	
	Contribute to curriculum development through liaison with curriculum leaders and individual teachers, including attendance at relevant Faculty and other meetings.	Curriculum Leaders
	Take responsibility for Health & Safety issues, liaising with appropriate staff and ensuring that school policy is followed.	Teaching Staff Health & Safety Officer
<b>Miscellaneous</b>	Take responsibility for own personal and professional development by keeping up-to-date with local and national developments, and sharing and receiving good practice from other institutions.	Finance Office

#### 4. Inspiring Commitment

- Contribute to the shared vision of Wrenn School.
- Inspire and enthuse people in the way, as a team member, you talk to them about the vision and the direction
- Instil stakeholders with the confidence and belief that they can achieve the vision
- To be a positive role model of the values and behaviours that underpin the School vision

#### 5. Championing Change and Innovation

- Pursue within the Organisation and outside for inspiration, ideas and best practice
- Keep up to date and current of future developments in your specialised area of expertise

- Understand and take account of the national and local issues and agendas affecting the profession and your subject knowledge and specialism
- Create opportunities for stakeholders to be involved in shaping and influencing change
- Support the positive implementation of change
- Challenge current practice and thinking and encourage others to do the same
- Always strive to see how the Organisation can do things better and expect and encourage others to do the same
- Provide colleagues the confidence and support to try out new ideas and encourage students to take managed risk
- Be open and responsive to other people's ideas and provide support to see them through

#### **6. Driving Performance and Achievements**

- Support and incorporate strategic plans, policies and practices into all that you do
- Reinforce and instil clear standards for and throughout the Organisation.
- Promote the Organisations unique identity and celebrate its achievements
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders

#### **7. Motivating and Empowering people**

- Recognise and value the contributions people make
- Facilitate, encourage, listen to and act on feedback
- Ensure colleagues and students can access the resources, tools and are provided with the support in order for them to fulfil their potential
- Encourage students to work as independent learners

#### **8. Teaching and Learning**

- Work with colleagues to develop effective ways of bridging barriers to learning through:
  - assessment of needs
  - monitoring of teaching quality and pupil achievement
  - target setting, including writing IEPs
- To teach groups of children within the organisation

#### **9. Effective Development of Self, Staff and Resources**

- To participate fully in all school developments and initiatives pertaining to teaching, learning, assessment and curriculum



**10. Information Technology**

Daily use of computers will include using the School and Fellowship sites, Database, Word, and Excel, web-based, Power Point, visible learning platform, Interactive White Board, other media, email and Web browsers. To be aware of Organisations policies on Data handling and the Data Protection Act and IT Use Policy.

**11. Health and Safety**

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

**12. Other duties**

The post holder may be required to perform any other reasonable tasks, after consultation. This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

**Signed by Employee:****Date:****Signed by Principal/Line Manager:****Print Name:****Designation:****Date:**



## PERSON SPECIFICATION

<b>Post:</b>	LRC Manager
<b>Date Prepared:</b>	17/07/2019

	Essential	Desirable	Evidence
<b>Qualifications</b>			
Educated to degree level or above	✓		Application letter and interview
Good general knowledge of English and Mathematics to GCSE level or equivalent (A*-C)	✓		
<b>Knowledge and experience</b>			
Previous experience in a Library or LRC-type setting	✓		
Experience in initiatives aimed at promoting literacy	✓		
Enjoyment of reading, with a working knowledge of fiction and non-fiction texts	✓		
Experience of working with a range of administrative systems	✓		
Familiarity with current literacy programmes and initiatives	✓		
Possession of a clear vision for the contribution the LRC can make to the students' learning	✓		
Experience of managing a budget	✓		
Experience in running programmes aimed at promoting information literacy		✓	
Familiarity with of electronic resources and their application in an educational setting		✓	
Ability to manage student behaviour when necessary		✓	
Experience of working in a school environment		✓	
<b>Philosophy</b>			
Commitment to the aims of the Organisation	✓		Application letter and interview
Commitment to self-evaluation and continuous improvement and commitment to sharing best practice	✓		
<b>Skills, attributes and personal qualities</b>			
High degree of organisation and personal presentation	✓		Application letter and interview
Good oral and written communication skills	✓		
Ability to work under pressure while retaining a positive, professional attitude	✓		

Ability to work constructively as part of a team	✓		Application letter and Interview
Ability to prioritise workload and work on own initiative	✓		
Ability to communicate effectively with staff and students	✓		
Flexibility and willingness to contribute to the success of a team	✓		
Ability to solve problems	✓		
Attention to detail in communication and planning	✓		
Ability to act as the first point of contact and give relevant information	✓		
Good interpersonal skills	✓		
Ability to make and maintain contacts, both within and outside the school	✓		
Ability to form good working relationships with students and staff	✓		
Ability to promote and safeguard the welfare of students	✓		
A positive interest in working with children and young people	✓		