Bishop David Brown







Our vision is to be an outstanding school, providing a stimulating educational environment enabling students to achieve their full potential

Candidate Brief

Study Centre Manager

Unity Schools Trust
'Excellence through collaboration'

Dear Candidate

Study Centre Manager

Thank you for showing an interest in the role of Study Centre Manager at Bishop David Brown School. I hope that this information pack will give a flavour of what we are aiming to achieve as a school and whether we are the right school for you at this stage in your career.

I am extremely honoured to be leading this fantastic school and I am looking for a colleague who has the foresight and determination to support us in taking the school to outstanding.

We have recently joined a Multi Academy Trust, the Unity Schools Trust, and this alliance will create exciting opportunities to develop all aspects of the school. It will provide additional support and wider strategic leadership to the Academy as it enters the next phase in its development.

My vision is that we do whatever it takes to ensure every student at Bishop David Brown reaches their full potential. No shortcuts, no excuses, just hard work in order to ensure this happens.

My aim is that we create a culture of excellence and become the school of choice in Woking. We will do this by being relentlessly positive, showing resilience and treating each other with respect.

If you feel you have what it takes to support our school on its journey then we want to hear from you.

The closing date for this post is **Thursday 4 January 2017 at 12 noon.** Interviews will take place as soon as possible thereafter although we reserve the right to interview suitably qualified candidates on receipt of application. Please do not hesitate to contact our HR Manager, Rebecca Daniels, at vacancies@unityschoolstrust.co.uk if you wish to arrange a visit to the school prior to interview.

Yours faithfully

James Rodgers
Head of School



Background Information

Bishop David Brown is a small school where everybody knows each other well. Our average class sizes are below national expectations and this is valued by all.

Students work to the best of their ability in a school where they are healthy, enjoy their education, stay safe and make positive contributions to the community. Visitors always comment on the caring, friendly atmosphere and the polite, happy students.

We want all our students to value their time with us, to develop lasting friendships, have positive experiences and develop the confidence to exceed expectations in whatever they do. We continually strive to support our students in gaining skills, qualifications and achievements in preparation for their life after school.

To provide this positive environment we strive to employ excellent staff who want to give, and gain, from the enriched learning environment. They work well together to make this school a successful and happy community.

The role of Study Centre Manager is critical to the continued high quality experience we want to provide to our students and will work with colleagues to develop the wider literacy aspects of the school.

The Study Centre is at the centre of the school providing a flexible space to enhance a love of reading for students. Ably support by an enthusiastic team of Reading Champions from the student body, the post holder will have at their disposal a wide range of printed material and a light and airy environment that can be used for individual or group activities. The Study Centre also has two banks of computers for students to work with for both formal and informal learning opportunities.







This is a diverse role and will be ideal for a flexible and confident candidate. You may have gained experience through overseas teaching, voluntary work, tutoring or coaching. Alternatively you may have experience of working in a school in a supportive role such as an HLTA.

This role is for 36 hours per week, Monday to Friday, and for 39 weeks per year (including inset days). Annual leave should only be taken during school holidays.

The salary will be based on a range from Grade S6, £20,628 to £23,670, dependent upon experience. This salary will be paid in twelve equal payments over the year. The actual salary, pro rata, will be between £17,584 and £20,176 per annum.



Location

Sheerwater is a residential neighbourhood on the outskirts of Woking, Surrey. It has excellent transport links being close to West Byfleet and Woking mainline stations with good bus links and quick access to the A3, M25 and M3 road networks.

Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- Physiotherapy
- Online Health Management System
- Relationship and Stress Counselling
- Medical Treatments for a range of conditions

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.

A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential. Staff engage in a full and varied staff development programme that runs on a termly cycle and includes an infrastructure for developing and sustaining improvement with a developed induction course for new staff.



"Students make good progress from their different starting points. Their attainment is rising rapidly as a result of effective action taken by leaders to improve the quality of teaching, which is now consistently good."

Ofsted 2014

Interview Process

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

Those shortlisted will take part in activities designed to gain an impression of your skills and experience an interview.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.



"The curriculum caters extremely well for different groups of students. It contributes very positively to students' spiritual, moral, social and cultural development, and **helps to ensure that they are well prepared for the next stage of their education and for future employment."**

Ofsted 2014

Bishop David Brown School is operated by the Unity Schools Trust which is a charitable company limited by guarantee and registered in England and Wales with companynumber 07692130. The Registered Office is at Thorpe Road Staines upon Thames TW18 3HJ

Job Description

Job Title: Study Centre Manager	Reporting to: Head of English

Job Purpose

To support students and staff, manage resources within the Study Centre and to assist with whole school literacy. The role will also require promotion of the facilities to the wider school community.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of empoloyment at the direction of the leadership team.

Key Responsibilities:

- Create and maintain resources within the Study Centre to support the learning targets of the students
- Maintain the library catalogue system and on line management information system
- Develop the Study Centre's contribution to literacy programmes and support reader development within the school in collaboration with other leaders, including the creation of resources for whole school impact.
- Liaise with other departments to ensure wider access to learning resources
- Plan the Study Centre budget, monitor spend and ensure resources are used to best effect
- Update displays and other materials to support activities across the school
- Supervise and support students using the facilities
- Manage the data for the school reading programme (Star Reader) and provide input to improve this
- Help to identify students who may need additional/differentiated support
- Adapt lessons to suit the needs of students
- Manage the student librarian and Reading Champion programmes within the school
- Develop opportunities for the Study Centre to be involved in cross curricular events within the school including the development and creation of resources to assist with whole school literacy and study skills
- Work with outside agencies to develop literacy programmes within the school
- Support teachers and students in planning lessons in the Study Centre
- Work with the IAG Co-ordinator to ensure the resource area is up-to-date and relevant
- Create additional resources for Study Centre based lessons, eg word searches, treasure hunts, poetry
- Create and maintain online literacy programmes, eg Storybird
- Co-ordinate the record keeping of data for copyright reporting

Knowledge and Understanding:

- Principles and practices of effective teaching and learning
- Keep well informed with regards to contemporary issues in teaching and learning
- Ensure that all work is conducted in line with school and departmental policy on health and safety

Skills:

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy, challenging and effective learning environment
- Deal promptly and effectively with administrative procedures

Principal Accountabilities:

- Provide appropriate support fort students to enable them to access the Study Centre resources
- Develop opportunities for improvement of reading opportunities for students
- Work collaboratively with other stakeholders to improve the access opportunities in the Study Centre
- Improve opportunities for the student libraryian programme
- Show commitment to the students so that they feel safe and supported
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended

Additional Duties:

- To take responsibility for their own professional development.
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To engage actively in the performance review process.

Review and Amendments:
The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
Able to manage and prioritise a varied workload	√		AF/T
Ability to take initiative, lead, motivate, inspire and support students to achieve excellence	√		AF/I/T
Excellent interpersonal and group skills	√		AF/I
Good organisational and planning skills	√		AF/I
Able to ensure that technologies are used effectively to improve learning	√		T
A range of strategies for creating a positive climate for learning	√		AF/T/I
Excellent organisational and planning skills	√		AF/I/T
A sound knowledge and understanding of current developments in education		√	AF/I
Ability to undertake self-evaluation and plan and execute improvements	√		AF/I
The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students		√	T
Have the capacity to manage own work pressure and that of others effectively	√		AF/I



"Students throughout the school benefit from many opportunities to take on responsibility, for example, as assistant librarians or sports leaders. This contributes very well to their moral and social development and helps them to develop skills which will serve them well in the future."

Ofsted 2014

Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I

Qualities	Essential	Desirable	How Assessed
The ability to inspire young people to learn	√		AF/I
A willingness to be involved in extended curriculum opportunities across the school		√	AF/I
Knowledge of changes to SEND		√	AF
The ability to manage time effectively and prioritise work	√		AF/I/R
A commitment to own personal and professional development	√		AF/I/R
Be a successful team player and be able to make sound judgments	√		AF/I/R
Patience, sense of humour	√		AF
Reflective practitioner	√		AF/I
A commitment to inclusive education	√		AF/I
Ability to work under pressure and meet deadlines	√		AF/I
Able to learn and develop pedagogy and practice from others in your team	√		AF/I/R
An ability to understand and appreciate your current strengths and the ways in which these might be further developed	√		AF/I
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R

Experience	Essential	Desirable	How Assessed
Ability to IT systems effectively	√		AF/I
Planning, implementation, monitoring and evaluation of initiatives		√	AF
Experience of working in an educational environment		√	AF
Management of a budget		√	AF/I
Cataloguing within a small library		√	AF/I

Education & Qualifications	Essential	Desirable	How Assessed
Degree level qualification		√	AF/C
Relevant professional development over the last 2 years		√	AF/C
Numeracy and Literacy qualification equivalent to NVQ L2 or GCSE Grade C	√		AF
Educated to A Level standard or NVQ L4		√	AF

Special Requirements

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.