



Job Description

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Job Title:	Study Centre Manager
Grade:	10
Salary:	£23,457 - £26,348 per annum (87.37%FTE)
Hours:	37 hours per week term time only plus 74 holiday hours (two weeks)
Responsible to:	Assistant Headteacher
Job Purpose:	To manage the school Study Centre and to support student development

Key Tasks and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES:

Manage the school Study Centre

- Ensure the smooth running of the school Study Centre.
- To monitor and evaluate the effectiveness of the Study Centre.
- To produce and implement an ongoing development plan for the Study Centre.

Create a highly effective and inspirational environment for study and revision

- Maintain an inspirational environment that is conducive to learning, where students feel comfortable to study, read and seek support.
- Supervise and facilitate study in the centre, throughout its opening times.
- Maintain resources in good working order and loan to staff and students as required via booking systems.
- Liaise with the IT staff to ensure the availability of the best technology possible, e.g. updates, use of kindles and software on tablets.
- Track the number of students using the centre each term and for what purpose.
- Ensure that the study centre is staffed for the entirety of its opening hours.

Raising standards through the use of the Study Centre

- Teach and develop study and revision skills to students across the full age range.
- Provide scheduled sessions for revision and homework for students.
- Provide and facilitate targeted intervention sessions and workshops for individuals and groups.



- Support literacy across the curriculum, in particular reading by a range of strategies, e.g. promotion of national events, competitions, reading clubs and incentives to encourage reading.
- Work with individuals in assisting them to select books and/or other resources that match their ability, interests and needs.
- Liaise with subject leaders to ensure the centre is being used appropriately to raise academic standards.
- To apply an understanding of the assessment calendar to provide personalised and specific support and guidance to individuals, small groups, option groups and year groups.
- To ensure that a range of strategies that will encourage students to strive for high levels of progress and achievement are in place.
- To work with subject leaders, Intervention Leaders and teaching staff to maximise learning opportunities and develop academic support and study skills for students identified as underachieving.
- To closely monitor assessment data to highlight student underperformance liaising with Assistant Headteacher, Intervention Leaders and House Managers.
- To communicate with parents as required to support / encourage student learning.
- To assist with the invigilation of external and internal examinations at various times of the academic year.
- To contribute towards the development and implementation of a learning support policy.

Promotion of the Study Centre

- Raise the profile of the study centre for all year groups.
- Organise events that are hosted in the study centre, e.g. information sessions for parents, intervention sessions, visiting authors, book fairs, community events, visits from feeder primary schools.
- In liaison with the Intervention Leaders develop and maintain an up-to-date careers area that details different jobs and their requirements. Support activities that promote development of life skills and awareness of career opportunities and host careers linked events.

Financial management of the study centre

- Make effective use of the delegated budget.
- Ensure sufficient resources for both KS3 and KS4.
- Attend network meetings and training as appropriate to gain purchase ideas.
- Prepare and present an annual budget plan to bid for resources

To undertake any other task commensurate with the grade of the post, as directed by the Senior Leadership Team.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.