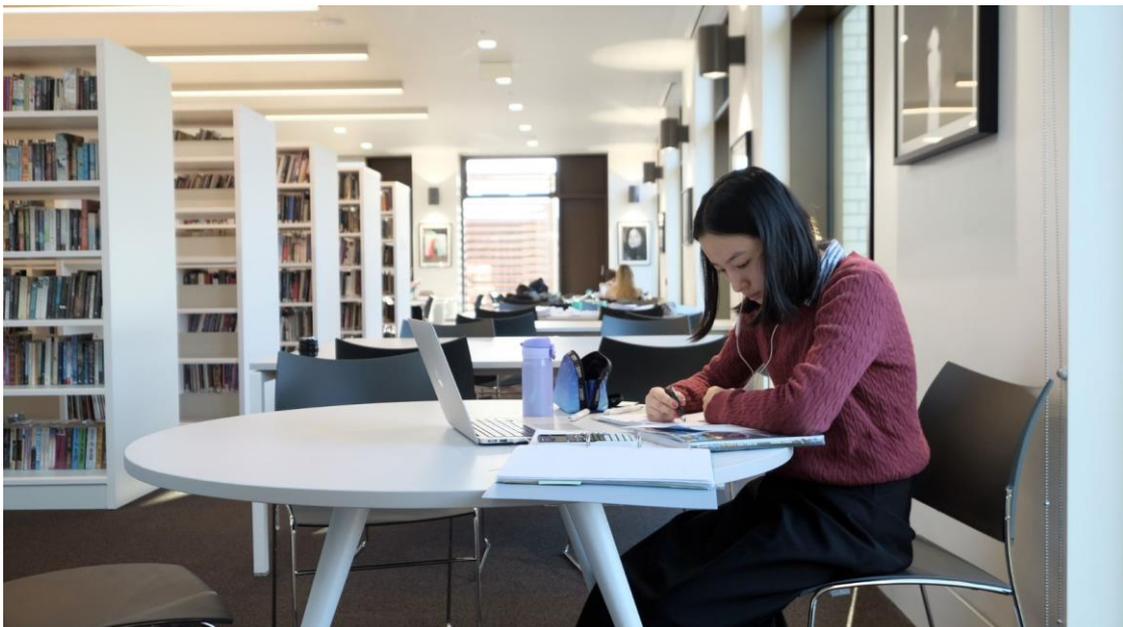




VACANCY INFORMATION PACK

Learning Resources Manager



ABOUT THE DEPARTMENT

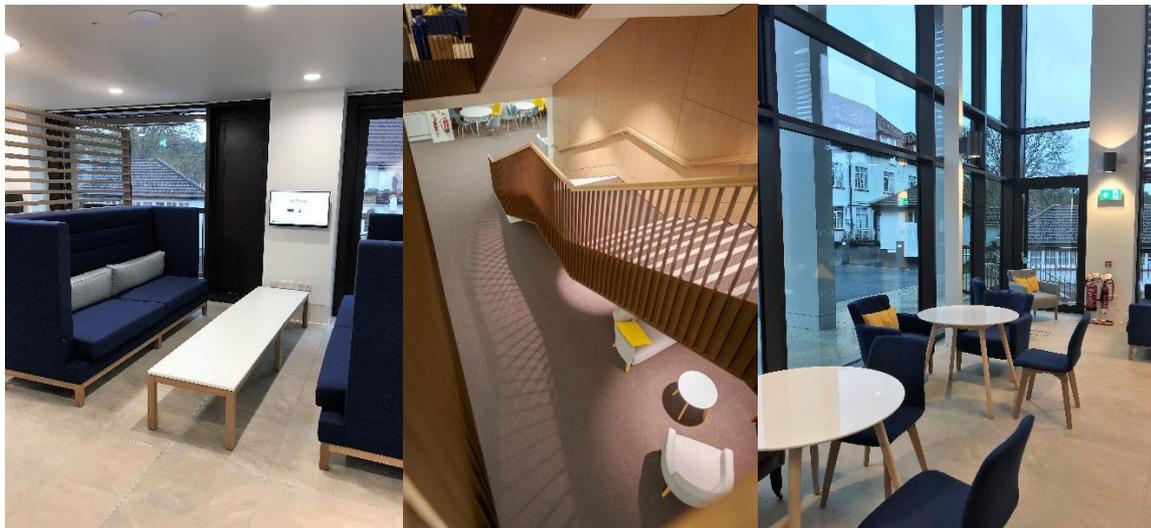


As part of the Downe House 10 Year Vision, our new Centre for Learning, known as the Murray Centre, was completed in October 2018. It provides a multi-purpose, innovative learning environment, facilitating independent learning through the provision of spaces where girls can work independently or collaboratively.

It includes a spacious and well-resourced library area with full IT connectivity. In addition the Centre provides a range of facilities including a state-of-the-art 250 seat auditorium, enhancing the enrichment programme and providing a space for recitals, workshops, lectures, demonstrations and performances as well as curriculum teaching.

The Florence Room is available for small group learning, discussions and tutorials. The entrance foyer is a welcoming open gallery space for the whole community to meet in and enjoy relaxed learning. There is also a Coffee Shop and school shop in place.

To support the management of these new facilities, there will be a small team of staff – Director of the Murray Centre, the Learning Resources Manager and The Graduate Assistant.



JOB DESCRIPTION



JOB TITLE

Learning Resources Manager

LINE MANAGER

Director of the Murray Centre

JOB PURPOSE

To work as part of the Murray Centre (MC) team and to manage the learning resource facilities in order to provide an engaging educational environment for all students and staff.

To work flexible hours and as part of a staff rota, to ensure that the MC is adequately staffed from 8am - 9.00 pm, seven days per week.

MAIN DUTIES AND RESPONSIBILITIES

- To advise on the strategy for learning resource provision and to manage its implementation.
- To help manage the MC effectively, providing a responsive and welcoming service.
- To develop effective collaborative working relationships across the MC team and with all members of the academic staff.
- To liaise with writers, agents, bookshops and publishers to build a successful programme of author visits and, where appropriate, liaise with local schools, and other organisations, as part of the Downe House outreach programme.
- To enter into collaboration/project working with other similar centre managers on a local, regional or national basis.
- To ensure the MC contributes to, and is part of, all whole-school thematic curriculum events.
- To assist with the financial management of the MC budget
- To participate in wider school life. This includes attending assemblies, staff meetings and accompanying students and teachers on trips and visits if appropriate.
- To supervise and guide students during their use of the MC

LEARNING RESOURCES AND LIBRARY PROVISION

- To develop learning resources, in collaboration with senior academic staff, Heads of Department (Academic) and Housemistresses/Housemasters in order to meet the needs and requirements of all students.
- To manage the library management system (currently Heritage).
- To work with academic staff in the production of age appropriate reading lists.
- To ensure an attractive and engaging environment, including the organisation of a high standard of display and promotional materials.
- To be the principal source of e-resources and of hard-copy teaching resources.

- To liaise with suppliers to find the most cost effective means to resource the library.
- To maintain effective cataloguing, classification and circulation systems to support library service delivery.
- To provide an enquiry service for staff and students, as well as external visitors and partners.
- To deliver engaging and dynamic induction sessions for new users of the MC.
- To support the Director in the development and implementation of a whole-school reading strategy. This may include the delivery of specific initiatives for example running regular small book groups for voracious and reluctant readers in all year groups.

DIGITAL LEARNING AND LITERACY PROVISION

- To develop, with academic staff, the provision of online self-study materials.
- To provide a leading role in the development of information technology and its applications to teaching and learning and broader professional development.
- To support the roll-out of surface technology and to ensure that this technology is utilised to maximum effect for research and study.
- To provide day-to-day support to staff and students on the effective delivery of learning, using Microsoft Surface and Office 365.

SERVICE MANAGEMENT AND EVALUATION

- To monitor the use of MC services and to provide management statistics as required.
- To write and update reports and data to the Leadership Team or Heads of Department as required.
- To develop and use quality indicators to measure the impact of the MC as a resource within the School.
- To develop operational and procedural manuals relating to services, reviewing and updating in line with changes in policies.

SAFEGUARDING AND CHILD PROTECTION

Downe House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Promoting the Welfare of Children policy and procedures at all times.

HEALTH AND SAFETY

All staff at Downe House are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal IT reporting system (MERLIN).

EQUALITY AND DIVERSITY

Staff at Downe House are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

Downe House is committed to providing Continuous Professional Development opportunities to all our staff. We have a healthy training budget for both external and internal study and regularly organise engaging and topical training events, which staff are invited to attend. We set aside specific times for training and offer a wide range of development opportunities to staff, whatever their role. All new staff also participate in a detailed induction programme to ensure that they are supported during the important first few weeks in post.

PROMOTING BRITISH VALUES

Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

DATA PROTECTION

All staff at Downe House have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 1998.

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff is found in the Staff Handbook and on Merlin.

PERSON SPECIFICATION



EXPERIENCE AND QUALITIES REQUIRED

	ESSENTIAL	DESIRABLE
Legal status	<ul style="list-style-type: none"> • Appropriate DBS disclosure will be required prior to confirmation of appointment. • Eligibility to work and travel freely to and from the UK, i.e. valid UK or EC passport. 	
Academic qualifications	<ul style="list-style-type: none"> • A professional educational qualification either PGCE or Librarian 	
Management experience	<ul style="list-style-type: none"> • Successful experience in a library or learning resource environment. • Proven ability to manage change. • Ability to maximise the efficiency of resources available within agreed budgetary limits. • Approachable and facilitative management style. 	<ul style="list-style-type: none"> • Experience of project management within the context of managing a team
Knowledge/Skills	<ul style="list-style-type: none"> • Ability to work independently, organise and prioritise workload to meet deadlines and work to agreed standards. • Excellent working knowledge of a library management system. • Excellent written and oral communication skills. • Excellent IT skills: Outlook, Word, Excel, VLEs, Microsoft Surface, Office 365, and the knowledge of how to apply them in a school library environment. • Ability to maintain accurate and up to date knowledge of services available within the sector and related areas of work. • Influencing skills and the ability to manage others. • Excellent customer focus skills. • A clear and innovative vision for learning resources in a modern boarding school setting. 	<ul style="list-style-type: none"> • Ability to develop and enhance VLEs on Moodle for example to create online self-study materials. • Extensive knowledge of E-resource databases and providing training and inductions to users. • An understanding of licensing issues. • Teaching of information literacy. • Experience of developing information systems for new environments.

	<ul style="list-style-type: none"> • An ability to communicate this vision to all members of the Downe House community. • Ability to guide young people on assessing resources. • Ability to give presentations in an engaging and confident manner. • A positive and proactive approach. • Ability to be flexible and adapt to a rapidly changing work environment. • Knowledge of Copyright legislation. 	
Other	<ul style="list-style-type: none"> • Flexible approach to working hours to include evenings and weekends as part of the rota system of the MC. • Previous experience and an enthusiasm for working with young people. • Willingness to build positive relationships with young people. 	<ul style="list-style-type: none"> • Boarding school experience.

TERMS, CONDITIONS AND BENEFITS



Downe House offers a range of benefits and competitive terms and conditions as outlined below.

Salary

Your salary will be agreed on appointment by the Headmistress but will be in the region of £35,000 per annum dependent on qualifications and experience.

The School normally reviews salaries on an annual basis and any pay awards agreed by the Board of Governors' are implemented annually in September.

Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month.

Working Hours

This is full time post role and you will work as part of a staff rota, to ensure that the MC is adequately staffed from 8am – 9pm/` 10pm, seven days per week, this will obviously require flexibility with working hours. Please note that this is not a term time only contract.

Probation period

During your first 6 months of employment you will be on a probation period. This period is designed to give both you and the School the opportunity to assess your suitability for the role. You will meet with your line manager (the Director of the Centre for Learning) on a regular basis and receive feedback on your progress and discuss your training and development needs.

Notice period

Your notice period during the probation period will be two weeks on either side. On successful completion of your probation period this will increase to 2 months on either side.

Pension

After successful completion of 3 months employment, you will be automatically enrolled into the School's Group Stakeholder Pension Plan with Aegon Scottish Equitable to which the School will contribute the equivalent of 9% of your salary if you contribute a minimum of 3% of your salary. Lower contributions are also available in line with statutory guidance.

Holidays

You will be entitled to 8 weeks annual leave per year plus public holidays that fall within the School holidays (normally seven of the eight public holidays).

In addition there may be additional holiday (normally up to three days) during the Christmas period if the School closes between Christmas and New Year. It should be noted that this Christmas holiday is non-contractual and cannot be guaranteed.

Sick Pay

On successful completion of the 6 month probation period, you will be eligible for sick pay under the School's occupational sick pay scheme. This will be as follows

- Up to two weeks full and two weeks half pay during your first year of employment.
- Up to one month full and one month half pay in your second year of employment.
- Up to two months full pay and two months half pay in your third year of employment.
- Up to three months full pay and three months half pay in your fourth year of employment onwards.

Under Statutory Sick Pay (SSP) the first three days of any absence count as "waiting days", and do not qualify for sick pay. However, under the School Sick Pay Scheme employees will be paid in full during the waiting period providing that

- During the first year of employment, no more than an accumulative total of 5 working days of sickness have been taken.
- After one years' service, no more than an accumulative total of 10 working days of sickness have been taken in a rolling 12 month period.
- After 5 or 10 accumulated waiting days as noted above, additional waiting days will be unpaid.

Meals and Refreshments

We provide freshly prepared, nutritious meals in the Main Dining Hall and the Sixth Form Dining Hall, and a wide choice is normally available. Refreshments are also available throughout the day. Meals and refreshments are available during your working day and are free of charge.

Parking

There is plenty of free on-site parking available.

Smoking

Smoking is not allowed in any of the School buildings or on the School site. A designated smoking area is situated on site next to the Estates Department and this is the only area in the School grounds where staff are permitted to smoke.

Disclosure and Barring Service checks (DBS)

Due to the nature of your role working in a boarding environment with young people, you will be required to undergo an Enhanced Level DBS check. During your employment it will also be important for you to keep us fully informed of any changes that take place that could affect your DBS status.

Staff Facilities and Social Events

Various sports facilities are available on site that can be used by staff at agreed times during the week. Activities include swimming, gym, yoga, tennis and squash. In addition, you will be invited to a number of school social events and functions that run throughout the year.

Induction and Staff Training and Development

You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

Discounted School fees

At the discretion of the Headmistress, staff may be eligible for up to two-thirds discount on day fees should their daughter be accepted into the School. This discount is on a pro-rata basis for part-time employees.

We look forward to receiving your application. If you require any further information then please do not hesitate to contact the HR Department on 01635 204712. Alternatively please email the Director of Human Resources Director, Kate Tuttle on tuttlek@downehouse.net