



Durrington High School are seeking to appoint an
**Learning Resource Area
(Library) manager**



dmat.education

Welcome to Durrington High School



Do you want to work in a great school with a brilliant team of staff and students? Is your core belief that all children are entitled to an excellent education opening doors to their success in the future? If so, read on, because we want to hear from you!

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1632 students on roll in years 7 to 11.

We have a strong, driven and highly collegiate team of staff who together do a great deal to improve the learning (and lives) of the children in our school.

The LRA manager post arises due to our existing postholder moving on to a new role after more than 15 years. During this time she has transformed the provision into a wonderfully inclusive and highly valued space where all students are welcome and have access to contemporary reading materials and learning resources..

One of key foci for students in our school is that they leave school with both strong literacy skills and a passion for reading. The LRA plays a vital role in this, offering students the opportunity to engage with a rich, diverse and regularly updated range of reading materials. Whatever their starting point and whatever their interests, there is

always something available to engage with in our LRA. We are immensely proud of all the provision offers and are looking forward to seeing how it will develop further under new leadership this year.

As a research school, Durrington High is committed to enhancing our practice in all areas using an evidence informed approach. We are also really proud that we remain a lead school for teacher training.

Committed to on-going support and rich professional development the opportunities once you are part of our team are wide and varied.

Everything we do do is driven by our core vision: ***“Going beyond our best through kindness, aspiration, perseverance and pride”***

If you:

- align to our values
- are have the passion, commitment and drive to make a real difference to our students and school

We want to hear from you now!

Chris Woodcock & Shaun Allison
Co-Headteachers

The Role

Learning Resource Area (LRA) Manager

We are delighted to be able to advertise this very important role within our staff team and school. We are looking for a dynamic, committed and caring individual who can make a real difference to students through broadening their horizons as they delve deeper and enjoy all that the literature has to offer them.

The role is aimed at either someone who is already working in this area or someone who is keen for a new challenge and/or direction to their career. It is essential to us that we find the right person whose passion, commitment, dynamism and determination makes a real difference to our students and wider school community.

The LRA manager will work closely with a number of existing teams in school including the English department and whole school literacy lead. As part of our wider staff team you will join a positive and successful team who are knowledgeable, committed and passionate about working with our young people. In return we will offer you the opportunity to develop as a leader both in your knowledge and skills.

What is the purpose of the role?

- Demonstrate a commitment to keeping all children and young people safe promoting, at all times, the safeguarding and welfare of children and young people at Durrington High School.
- Maintain an awareness of Trust and school policies in relation to safeguarding
- To sustain the profile of all that the LRA offers to students (principally reading) across stakeholders and thus developing students literacy and study skills.

Main areas of responsibility:

- Management of the Learning Resources Area (LRA), including managing stock, budget and other resources;
- Ensure that the LRA provision is aligned to the needs and interests of all student groups whatever their background and/or starting point providing materials that support, extend and enrich their academic learning, wider interests and cultural capital.
- Work alongside curriculum leaders to ensure the more formal school curriculum is supported through the LRA provision.
- Provide a safe, positive and caring environment for students (especially those who are more vulnerable, such as those from disadvantaged backgrounds and/or with additional needs) to engage with before school, at social times and after school.
- Leading the work of other staff inc. the Assistant Librarian (including their appraisal) ensuring they are clear on their role and add value to the area.

Main duties:

- On a day-to-day basis manage the provision available in the LRA; this includes the support of any timetabled class visits and those students completing independent study time.
- Maintain library stock and equipment to a high standard providing an attractive, purposeful,

safe and healthy working environment

- Be responsible for the operation of the library management system (AccessIt) and using this to ensure effective stock control, management of resources and integrity of the library electronic database.
- Ensure that the service provided by the library makes a full contribution to the promotion of equality and cultural understanding within the school's framework for equal opportunities
- Communicate effectively with Senior Leaders and Curriculum Leaders to ensure that the provision and resources the LRA offers are matched to the changing nature of the curriculums in departmental areas.
- Use LRA specific and wider school social media streams to raise the profile and celebrate successes achieved by students through their engagement with the LRA.
- Set up and lead on the student leadership strand of the LRA provision our "DHS Library Leaders".
- Find and engage students in local, regional and national literacy related events and competitions; working positively to increase the number of students (especially those who are more vulnerable) in these events and activities.
- Support and contribute to whole-school programs and initiatives linked to reading/literacy.
- Be part of the team who are responsible for the closing of literacy gaps for students who have identified barriers to reading.
- Lead and participate in professional development as appropriate to the specifics of the LRA leader role and wider school priorities.
- Carry out any other reasonable duties as required by the Co-Headteachers

What else will you be expected to do as a leader?

- Uphold and support the culture and ethos of Durrington and the DMAT code of conduct.
- Be committed to celebrating diversity and addressing prejudice and discrimination in any form.
- Uphold the seven principles of public life.
- Effectively challenge and support as a line manager.
- Support the smooth running of the school on a day to day basis being high profile and a strong and visible presence in your area.
- Be a professional role model.
- Taking an active interest in developing the whole school improvement priorities, so that we continue to get better as a school. This will involve:
 - Playing an active part in working with other middle leaders so as to raise the profile of SEND students and ensure their progress is accelerated (whatever their need and/or starting point).
 - Always doing so in an open, honest, kind and professional way.
 - Being outward looking and bringing ideas to the table.
 - Being aware of what the research evidence suggests might work, in relation to specific issues.
 - Being receptive and open to new ideas.
- Understanding the importance of followership - accepting and committing to the decisions made by more senior leaders

- Uphold and support the highest standards of uniform, conduct and behaviour with all students at all times.
- Be committed to the professional development and growth of all staff, not just the ones who directly line manage.
- Attend whole school events and activities.

What will be the key performance indicators that we will use to look at impact by the end of the year?

- Engagement of students (and staff) with the provision and resources on offer in the LRA will continue to strengthen
- The continued development and strengthening of the LRA as a positive and inclusive space for students before and after school and during social times.
- The LRA offers a wide range of activities (come competitive) to engage more students in reading and writing (inc. internal and external competitions and events taken part in)

Role particulars:

Responsible to: SLT Line Manager and Co-Headteachers

Salary Grade: DMAT Grade 7 Scale point 19 pro rata (£24,799 FTE)

There is the opportunity (in agreement with your line manager) for up to an additional 5 days of work during school holidays.

Hours: 8:00am - 4:00pm Monday to Thursday; and 8:00am - 3:30pm on Fridays
37 hours per week, term time only (inclusive of INSET training days and annual Open Evening)

Person specification

Leadership Attributes	Essential	Desirable
Personal drive and accountability	<ul style="list-style-type: none"> Proactivity in using a range of strategies and techniques, to improve engagement from students in the LRA provision 	<ul style="list-style-type: none"> Evidence of being able to significantly improve the engagement of children in an area related to the role (e.g. reading, literacy competitions)
Experience	<ul style="list-style-type: none"> Experience of working with young people aged 11-16 Evidence of creating and implementing plans that create successful and positive change. 	<ul style="list-style-type: none"> Experience working in a school environment in a front-facing role.
Specialist knowledge	<ul style="list-style-type: none"> The ability to effectively and efficiently interpret a range of data Knowledge and understanding of the current themes and trends in children's and teen's literature and reading. Fluency in the use of IT including MS applications and google suite 	<ul style="list-style-type: none"> A working knowledge of the AccessIT software (or an equivalent stock-management tool)
Teaching & learning		<ul style="list-style-type: none"> Experience of having delivered group work sessions with 11-16 year olds.
Delivering continuous improvement	<ul style="list-style-type: none"> Involve and inspire a range of colleagues and students to support your area leadership. Ability to set out and get staff followership with a clear vision including the communication of achievable pathways to realise this within teams led. 	<ul style="list-style-type: none"> Experience of using the EEF implementation toolkit to positively lead change.
Impact and influence	<ul style="list-style-type: none"> Uses direct and indirect influence to gain support, build alliances and secure support before presenting proposals or making decisions. Be an excellent verbal and written communicator being able to adapt this to a variety of audiences. Have a strong, visible and commanding presence with a range of stakeholders. 	<ul style="list-style-type: none"> Have strong and action orientated working relationships with key leaders in student support services across the local area
Resilience and emotional maturity	<ul style="list-style-type: none"> Ability to resolve challenging situations (between students) in a calm and restrained way. Responds positively when faced with personal criticism or setbacks, maintaining a sense of perspective. Has significant capacity and resilience. 	

Durrington High School is committed to the safeguarding and wellbeing of all our students. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the school. Staff are supported through regular training and are expected to adhere to the school's Safeguarding and Child Protection Policy at all times.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher(s), and will be reviewed annually.

How to Apply

Applicants must complete the application form and return it, alongside a supporting statement (max. 2 pages A4) to ladams@durring.com or via post to Laura Adams, Durrington High School, The Boulevard, Worthing, West Sussex, BN13 1JX.

If you have any questions about the role, please email Laura Adams, Executive Assistant, in the first instance – ladams@durring.com

Closing date for applications is 9am, Tuesday 24th September

Durrington Multi Academy Trust
The Boulevard
Worthing
West Sussex
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admin@dmat.education

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