



**Mayfield Grammar School
Gravesend**

**Appointment of
LRC Manager
KR7 £22,581 (pro rata £19,421)**

**Closing date: 1.00 p.m. – 31st January 2022
Interview will be held week beginning 7th February 2022**



Mayfield Grammar School

Gravesend

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LRC Manager

KR7 £22,581 (pro rata £19,421)
37 hours a week
Mon to Thurs 8 am to 4.30 pm (1 hour lunch unpaid)
Fri 8 am to 4 pm (1 hour lunch unpaid)
plus Development days (39 weeks a year)

We are seeking to appoint someone who is passionate about reading and has the ability to inspire and motivate students to engage with reading. The Manager of the LRC will ensure the strategic direction and day to day management of the Learning Resources Centre with responsibility for promoting the LRC and its resources across the whole school. The post holder will support the whole school through the effective management, development and promotion of Independent Learning and Library services. The postholder will also need to develop and enhance learning and literacy.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development.

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsg.kent.sch.uk

Applications made via Kent Teach and TES will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher
must be received by **1.00 p.m. on 31st January 2022**
Interviews will be held week beginning 7th February 2022

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.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. The other has specially designed facilities for Technology, Sports and Drama opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2021 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2013. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, Librarians, Finance staff, an Assessment Officer, a Cover and Examinations Officer, a Pastoral Support Manager, Cover team and a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1319 students on roll, 234 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 will be increasing our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and discos for students run in conjunction with Gravesend Grammar School. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both home and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where relationships are exceptionally good.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsg.kent.sch.uk

January 2022

JOB DESCRIPTION

Post Title **LRC Manager**

Responsible to: Assistant Headteacher (Teaching and Learning)

Hours: **37 ½ hours a week**
Mon to Thurs 8 am to 4.30 pm (1 hour lunch unpaid)
Fri 8 am to 4 pm (1/2 hour lunch unpaid)
Plus Development days (39 weeks a year)

Salary: **KR7 £22,581 (pro rata £19,421)**

Purpose: We are seeking to appoint someone who is passionate about reading and has the ability to inspire and motivate students to engage with reading. The Manager of the LRC will ensure the strategic direction and day to day management of the Learning Resources Centre with responsibility for promoting the LRC and its resources across the whole school. The post holder will support the whole school through the effective management, development and promotion of Independent Learning and Library services. The postholder will also need to develop and enhance learning and literacy. They will ensure that an effective resource and information service is provided to all members of the school community.

Role:

- To take responsibility for the management and day to day running of the LRC
- To take responsibility for the organisation and storage of the school archives and once developed to display archive materials appropriately within the school museum
- To support the English department by developing the school's wider reading culture.
- To oversee and organise the loan facility managing software/hardware for students, staff including maintenance of the catalogue.
- To oversee and manage the school's online digital library platform
- To work closely with Curriculum Leaders and teaching staff to ensure that the LRC is appropriately resourced to have an integral role in supporting the curriculum.
- To receive visitors, including prospective students and parents, and promote the LRC by giving them a brief tour of the facilities.
- To support the development of a student librarian team.
- To develop and deliver a dynamic and forward-thinking LRC strategy.
- To manage the LRC budget.
- To monitor the use of LRC facilities to line manage LRC staff and to plan daily and weekly work meetings.
- To develop and deliver Year 7 and Year 12 LRC Induction.
- To share in the delivery of library skills lessons and support/lead initiatives to promote reading.

To provide guidance and assistance to students on:

- Appropriate strategies for the selection of information resources to undertake assignments for example, EPQ and NEA.
- The effective use of specific sources e.g. reference materials. The choice of literature and materials to meet curricular and leisure needs
- The use of non-book materials especially the internet and related technology
- To develop links with other school libraries/librarians and external library services.
- To continue personal professional development, attending courses where necessary to update or acquire skills.
- To promote the use of the LRC by encouraging students to take part in competitions, reading groups and national events such as World Book Day and the Carnegie Shadowing Scheme.

- Responsibility for creating displays promoting the LRC, displaying the student's work within the LRC and around the school.
- To take responsibility for stock provision, organisation and revision, and to maintain the resources including processing, repair and discard.
- Maintenance of newspapers and periodicals collection and dealing with school subscriptions.
- To take responsibility for the provision and maintenance of furnishings (including shelving and student accommodation) to maintain an attractive environment. Prepare/reset the LRC around assemblies and special events
- To maintain discipline and the quiet working ethos during lessons
- To maintain supervision of all students using the LRC: before and after school and during break/lunch hour; students sent by staff to do research during lesson time; students completing controlled assessments and tests/exams taken in the LRC both during lessons and at other times as requested.
- To be knowledgeable and confident in using IT systems to support the smooth running of the library
- To know and follow school policy and statutory guidance with regard to the welfare and safeguarding (including Prevent and FGM) of all students in your care.
- First aid qualification (or willing to train) preferred.
- The postholder should have experience working with children in a school environment or in a library
- To support the educational aims and objectives of the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may reasonably be requested by the Headteacher or Line Manager.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of Postholder

Date