



## **Learning Hub Manager/Careers Support**

### **JOB DESCRIPTION**

#### **Role Purpose:**

- To manage the day to day running of The Learning Hub.
- To work in innovative ways with individuals or small groups of identified underachieving students, assisting them to overcome barriers to learning.
- To support the promotion and development of whole school literacy and numeracy.
- To assist with the organisation and delivery of impartial services which support progression to higher education and higher-level skills for children, young people and adults across the academy.

#### **Key Accountabilities:**

Reporting to the Assistant Headteachers for Curriculum & Careers, Teaching & Learning and Raising Standards; Responsible for the Student Librarian Team, this post holder will be accountable for:

#### **The Learning Hub:**

- To ensure that The Learning Hub is accessible and welcoming to students and staff during specified opening times.
- To supervise The Learning Hub at designated times and ensure it is a productive and appropriate independent working space for students.
- To ensure The Learning Hub displays are up to date, inspiring and promote the ethos of reading and literacy, student independence and growth mindsets.
- To create and implement a Learning Hub calendar that includes external speakers/visitors and events.
- To support the Literacy Team with initiatives, strategies and programmes to raise students' literacy/ reading levels.
- To lead enrichment activities, providing training and suggested activities to maximise engagement.
- To recruit, train and manage a team of student ambassadors for the Learning Hub.
- To communicate with students, parents and staff about any new initiatives, events or competitions that are taking place in The Learning Hub.
- To provide data / reports / analyses of book borrowing and other key information as requested by the Literacy team, using the library system.
- To keep up to date on current reading trends and order books and other resources as required.
- To ensure The Learning Hub is organised and tidy.
- To work effectively with The Learning Hub team in order to promote consistency for students and staff.
- Supervise programmes of activities that enhance the learning of the identified students by working with them in small groups or individually outside formally timetabled classes.
- Supervise weekly coursework catch-up sessions for small groups of students.
- Contribute to the management and delivery of study support programmes.



- Keep careful records of interventions, undertake assessments, and track students' progress, as requested by the designated member of the school's management team.

#### **Supporting whole school Literacy/ Numeracy**

- To support in timetabled Reading Lessons by working with targeted students on a 1:1/small group basis
- To provide opportunities that enrich students' vocabulary, oral literacy, reading and writing/ Numeracy outside of curriculum time
- To create resources and provide support with the delivery of form time activities developing literacy/numeracy across the school
- To monitor strategies for closing the vocabulary gap/ numeracy between advantaged and disadvantaged students
- Work with school staff and the individual students to be mentored, to agree targets and an action plan to improve the rate of progress being made in the students' learning.
- Develop one to one coaching relationships with students to support them in overcoming the barriers to learning.
- Work closely with the school staff to ensure that coaching activity supports and is complementary to existing structures and procedures.

#### **Careers Support:**

- To assist with the co-ordination and delivery of activities and events to promote higher education progression with a wide range of stake holders, including Universities, Colleges, Local Authorities, Schools and other Local Partnerships. The delivery of these activities will take place in a variety of settings.
- To assist with the development of plans, in conjunction with other colleagues, for the delivery of core legal requirements and campaigns with the target audiences.
- To support/develop and deliver high quality presentations and activities to young people, their parents and teachers efficiently, effectively and to a professional standard.
- Any other duties relevant to the post.
- To network and build contracts with local/national businesses

#### **Other:**

- Become familiar with and implement staff codes of conduct and relevant school policies including those for child protection, equal opportunities, inclusion, behaviour and homework.
- Participate in off-site educational activities when deemed necessary.
- To undertake access arrangements during internal and external examinations as required.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- The post holder must attend any necessary training.



- Any other duty that may be appropriate to achieve the objectives of the post commensurate with the post holder's salary grade, abilities and aptitudes.

## PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!



This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

## OUR VALUES

<b>Thinking Big</b>	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li><li>• Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better</li><li>• Be open to new ideas and change where it will have a positive impact on the organisation</li><li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li><li>• Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li><li>• Commitment to self-development, and developing your wider Team</li><li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li><li>• Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence</li></ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"><li>• Have integrity and honesty in all that you do</li><li>• Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work</li><li>• Take responsibility and ownership for your area of work</li><li>• Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils</li><li>• Be transparent and open</li><li>• Be resilient and trustworthy</li><li>• Stand firm and stay true to our mission</li></ul>
<b>Showing Team Spirit</b>	<ul style="list-style-type: none"><li>• Understand how you can have a greater impact as a team than you can as an individual</li><li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li><li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li><li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li><li>• Be generous with sharing your knowledge to help to develop others</li><li>• Understand and be willing to receive suggestions and input on your area of work from others</li><li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li><li>• Be aware of other peoples’ needs and show an ability to offer genuine support</li></ul>



	<ul style="list-style-type: none"> <li>Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>
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## KNOWLEDGE, EXPERIENCE & SKILLS

### Requirement

E – Essential

D – Desirable

### Assessed at

A – Application Stage

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Degree or equivalent relevant qualification	X		X	X	
	Professional library qualification		X	X	X	
	Library management systems	X		X	X	X
	Knowledge of the National Curriculum relevant to the provision of learning resources		X	X	X	X
	Good knowledge of children's and/or young adult literature	X		X	X	X
	Knowledge of copyright laws and limitations	X		X	X	X
	GCSE Maths and English minimum grade 4 or equivalent	X		X	X	X
	Knowledge and understanding of how children learn and how to motivate them	X		X	X	X
	Knowledge of strategies for spelling, reading and number skills	X		X	X	X
	Knowledge of strategies to develop learning	X		X	X	X
	Knowledge of the issues related to working with children who reside in areas of high socio-economic deprivation		X	X	X	X
<b>Experience</b>	Experience of working in a library	X		X	X	X

	Development of a school library collection and learning resources	X		X	X	X
	Experience of budget management	X		X	X	X
	Experience of identifying and applying for grants/funding for school library development		X	X	X	X
	Experience of working with children of the relevant age groups	X		X	X	X
	Experience of working with children who have a wide variety of educational needs		X	X	X	X
	Experience of updating assessments and Individual Education Programmes		X	X	X	X
	Experience of liaising with the SENCO and outside agencies		X	X	X	X
<b>Skills</b>	Ability to demonstrate, role model and inspire a passion for reading	X		X	X	X
	Ability to manage pupil behaviour and create a safe environment	X		X	X	X
	Ability to work with an individual child or with a group	X		X	X	X
	Ability to extend children's thinking skills	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils and parents	X		X	X	X
	Ability to model acceptable behaviours and encourage good social skills	X		X	X	X
	Ability to maintain confidentiality and sensitivity around information	X		X	X	X
	Ability to work constructively as part of a team	X		X	X	X
	Effective use of ICT and other specialist equipment/resources	X		X	X	X
	Ability to deal with a wide range of stakeholders using multiple forms of communication	X		X	X	X
	Ability to organise and prioritise own workload and meet deadlines especially during periods of pressure	X		X	X	X