



# CHRIST THE KING SIXTH FORMS

CTK Emmanuel  
Blackheath, SE13 5GE

CTK St Mary's  
Sidcup, DA14 6BE

CTK Aquinas  
Brockley, SE4 2NL

We are keen to appoint an enthusiastic Learning Resource Centre Director with a genuine passion in supporting students to achieve their full potential. Join us at CTK, an established sixth form centre for excellence, where you'll be central to our mission to help London's most ambitious students achieve success.

## Learning Resource Centre Director (Full time, Part Year)

**Start Date: September 2024**

**Full Time Equivalent Salary range: £34,913 to £41,042 (inclusive of London Weighting)**

**Actual salary range: £30,800 to £36,207 for 36 hours per week, 200 days per year**

Christ the King Sixth Forms is a family of three highly successful Catholic sixth forms located in south east London and Kent. Recently rated Good with Outstanding features by Ofsted. CTK offers exceptional, expert teaching in a welcoming, friendly atmosphere, each CTK sixth form creates an environment where high achievement is promoted and attained. The Learning Resource Centres play a fundamental role in this success.

This post is based at our CTK St Mary's site in Sidcup and will lead the strategic development of Learning Resources Centres across the Sixth Forms ensuring the digital resource & library service is innovative and meets students' needs. Our LRCs provide a popular learning environment for students to complete their independent study and the LRC Team provide a welcoming and purposeful space for students to work in.

This is an exciting opportunity for an enthusiastic and highly motivated Learning Resource Centre Director to join our ambitious team, working with 16-19 year olds who study a range of academic and vocational courses. Almost 90% of CTK students progress onto university each academic year.

This will include managing the LRC at the St Mary's site, as well as leading the strategic responsibility across our three CTK sites. You will ensure the LRC team provide a high quality, professional service to all students all staff. The successful candidate will be highly organised, have excellent communication and IT skills and enjoy working with students to ensure the LRC is a highly focused and productive learning environment.

We offer a wide range of competitive benefits, including private healthcare, season ticket loans, ride to work scheme, free on-site parking, free eye tests, free on-site gym, professional development and training, and generous employer pension contributions.

*Join us to be inspired, be extraordinary, and be the best you can be.*

For an application form and further details, please visit the vacancies page of our website <https://www.ctk.ac.uk/vacancies/>

**Closing Date: Monday 12<sup>th</sup> August 2024 (9am)**

**Interviews: Thursday 15<sup>th</sup> August 2024**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



**INVESTORS IN PEOPLE™**



## Job Description and Person Specification

<b>Job Title:</b>	Learning Resource Centre Director
<b>Responsible to:</b>	Assistant Principal
<b>Core Job Purpose:</b>	To lead the strategic development of Learning Resources Centres across the Sixth Forms. Ensuring the digital resource & library service is innovative and meets students' needs.

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### 1. The main activities and responsibilities are to:

- 1.1 To take overall responsibility for the management and day-to-day delivery of Library Services as a supportive learning environment.
- 1.2 To take a lead on the sourcing and distribution of online resources and to support staff in the development of interactive electronic resources, and promote skills development in information handling and research techniques.
- 1.3 Ensure the Learning Resources Centres (LRC) are highly effective in meeting the needs of students and staff and that they successfully enhance the Sixth Form's teaching and learning strategy.
- 1.4 Ensure that there is appropriate supervision of students in the LRC so that purposeful learning takes place.
- 1.5 Manage LRC Co-ordinators / Study Assistants to ensure that they deliver an outstanding service and are effectively deployed to gain maximum benefit for the service.
- 1.6 Have a highly developed communication strategy with students and staff that promotes the use of the LRCs both during term and holiday periods.
- 1.7 Ensure that staff and students are aware of the digital resources and library services available and how they can access them, both onsite and remotely.
- 1.8 To keep abreast of the needs of the LRC users by liaising regularly with relevant colleagues, including curriculum teachers and managers, careers and ALS. work closely with curriculum staff and to take a lead in supporting students in acquiring academic study and research skills.
- 1.9 To liaise with external organisations as appropriate, to ensure relevant network groups are developed.
- 1.10 Managing groups of students who have timetabled LRC/Directed study classes, ensuring that out of class learning is well supported.
- 1.11 Manage the budget effectively, to ensure the LRC resources are well planned including the preparation of bids for external funding to take forward the development of the LRC.
- 1.12 To act as the Sixth Form's copyright officer and maintain awareness of compliance of licences,

- 1.13 To manage the LRC borrowing systems, working with MIS to ensure all learners are registered on the system and all resources lent out are tracked.
- 1.14 Be responsible for the condition, security and safety of the LRC, including displays and LRC layouts.
- 1.15 Promote and monitor equal opportunities.
- 1.16 Participate in staff training and development.
- 1.17 Develop and deliver induction sessions for staff and students.
- 1.18 Develop and deliver tasters sessions for prospective students.
- 1.19 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.20 To undertake other tasks, as required by the Executive/Deputy Principal, after due consultation

The responsibilities of the post may be reviewed in the light of the needs of the Sixth Forms, after consultation with the post-holder.

## **2. Person Specification/Selection Criteria**

The post-holder will be expected to have the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms.
- 2.2 Educated to degree level.
- 2.3 Relevant experience of working in a library or educational resource centre.
- 2.4 A willingness to lead an agreed Cross Sixth Form vision for an outstanding LRC Service.
- 2.5 Outstanding IT skills and the ability to use a range of IT systems and packages.
- 2.6 Strong teamwork skills to build cohesiveness within the team and a consistent approach to their duties from all LRC staff
- 2.7 The ability to work independently and use initiative.
- 2.8 Excellent written and oral communication skills and the ability to engage with teaching staff, professional service staff and students.
- 2.9 Knowledge of the 16-19 curriculum, an awareness of the needs of students in this age group and a commitment to supporting student's academic and social development.