**JOB DESCRIPTION**

**PENRYN COLLEGE**

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| **Job title:** | Work Related Learning, Library and Learning Resources Manager |
| **Grade:** | H £22,043 - £26,549 pro rata |
| **Responsible to:** | Lead Practitioner /Assistant Headteacher |
| **Direct supervisory responsibility:** | Work Related Learning/Library Assistants |
| **Indirect supervisory responsibility:** | None |
| **Important Functional Relationships:** | Internal: Headteacher, SLT Team, WRL Assistant, Teachers, Support Staff, Pupils.<br><br>External: County Library Service, Work Experience Placements, LEA representatives and advisers, parents, Governors, local businesses. |

**Main purpose of the job**

To lead, manage and co-ordinate Work Related Learning, Work Experience and associated activities to prepare pupils for future success in education, employment, training and leadership. To manage the library and lead the use of the library and associated resources to provide an efficient, reliable and well-functioning learning and resource facility and service to the teaching staff and pupils.

**Duties and responsibilities:**

1. Use the Gatsby Benchmarks or similar to develop and improve the careers provision and enable a range of education and training providers to work with students in years 7 – 11.

2. Develop a secure knowledge of all students in the school to ensure specific student pathways.

3. To manage and develop a Careers Information Advice, Education and Guidance (CIAEG) programme for all students that helps them to, understand themselves and develop their capabilities, investigate careers opportunities, implement their career plans.

4. Work with the Connexions Service, other teachers and support staff to ensure students receive appropriate, impartial careers guidance at key transition points.

5. Provide good quality, meaningful opportunities for all students to encounter the world of work.

6. Ensure all students receive high-quality careers advice and potential next steps.

7. To develop links and relationships with local business to raise awareness and support work related learning, business partners and career opportunities.

8. Develop, co-ordinate, monitor and review the school's careers provision across Key Stage 3 and 4.

9. Lead and monitor the work experience programme across all year groups including the Year 10 work experience week.

10. Undertake the necessary administration and organisation of Work Related Learning, Work Experience and Vocational placements for students, including maintaining work experience data base records, checking employers documents etc.

11. Manage the team of teachers & non teachers visiting students on work experience placements ensuring appropriate levels of Health and Safety, student suitability at placement and employers requirements.

12. To ensure appropriate arrangements are in place with regard to Health and Safety, Child Protection, permissions and insurance for work placements and vocational placements.

13. To manage unsuccessful work and vocational placements.

14. Review, evaluate and provide feedback on the success of work placements and vocational programmes.

15. Lead and develop the Work Related Learning and Business Enterprise Days.

16. Liaise with Heads of Department, especially the Head of Lifestyle to ensure delivery of work related learning through subjects, to embed employability skills, reading skills and the understanding of cultural capital.

17. Lead and develop the business mentor programme.

18. To be the schools link with the Educational Business Partnership including liaison with outside agencies and securing links with employers for vocational work placements.

19. To manage and develop the resources in the library including the schools electronic resource portal, ensuring they are effective, efficient and accessible to all students.

20. To review and replenish existing library stock, focusing on provision for key target student students.

21. To ensure the effective use of the library as a resource by the students and teachers using a wide range of strategies.

22. To manage the work related learning and library budgets.

23. To carry out administrative tasks associated with all of the above duties as required.

24. To remain aware and work within all relevant school working practices, policies and procedures.

25. To attend staff meetings and school-based INSET as required.

26. To maintain confidentiality of information acquired in the course of undertaking duties for the school.

27. To undertake safeguarding Tier 2 training and to be aware of and work in accordance with the school's Safeguarding and child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

28. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection, GDPR).

29. To be responsible for own continuing self-development, undertaking training as appropriate.

30. To undertake any other relevant duties appropriate to the grading of the post as required.

Prepared by: Leading Practitioner
Date: November 2019

**PERSON SPECIFICATION**

**Job Title:** Work Related Learning, Library and Learning Resources Manager

**Person specification prepared by:** Leading Practitioner **Date:** November 2019

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---|---|---|---|
| **Relevant Experience** | Good practical experience of working with children and staff organising curricula projects and managing a resource centre or library.<br><br>Management experience and ability to lead a team.<br><br>Experience of working with employers and learners within a variety of sectors. | Understanding of current practice and development in relevant educational areas (careers, work related learning, work experience). | Application form/Interview. |
| **Education & Training** | Educated to level 4 with a relevant professional qualification or experience.<br><br>Good levels of literacy and numeracy to GCSE Grade 5 (C) or above or equivalent qualification in English Language and Maths. | Attainment of a professional qualification in librarianship.<br><br>Knowledge of the 14-19 curriculum. | Application form/Interview. |
| **Special Knowledge & Skills** | Excellent organisational and communication skills.<br><br>Knowledge of Key Skills, secondary curriculum, process and assessment.<br><br>Knowledge of careers, advise sources and connexions networks.<br><br>Experience of the world of work outside schools.<br><br>Improving communication between professional educators and members of local business and the community.<br><br>Developing the effective use of a resource area and community resources of all kinds.<br><br>Making the library a central part in student learning. | Good understanding of DfES QCA requirements for Work Related Learning.<br><br>Knowledge of electronic display and presentation formats.<br><br>Excellent ICT skills. | Application Form/Interview. |
| **Any Additional Factors** | Able to prioritise between different demands.<br><br>Self-motivated and able to work constructively, and with minimum supervision, as part of a team.<br><br>An interest in children and education.<br><br>Has a positive outlook, sense of humour and a patient & friendly approach.<br><br>Is courteous, professional, honest, reliable and discreet at all times.<br><br>A love of the written word.<br><br>Displays a sound understanding of - and commitment to - the protection and safeguarding of children and young people. | | Interview. |