



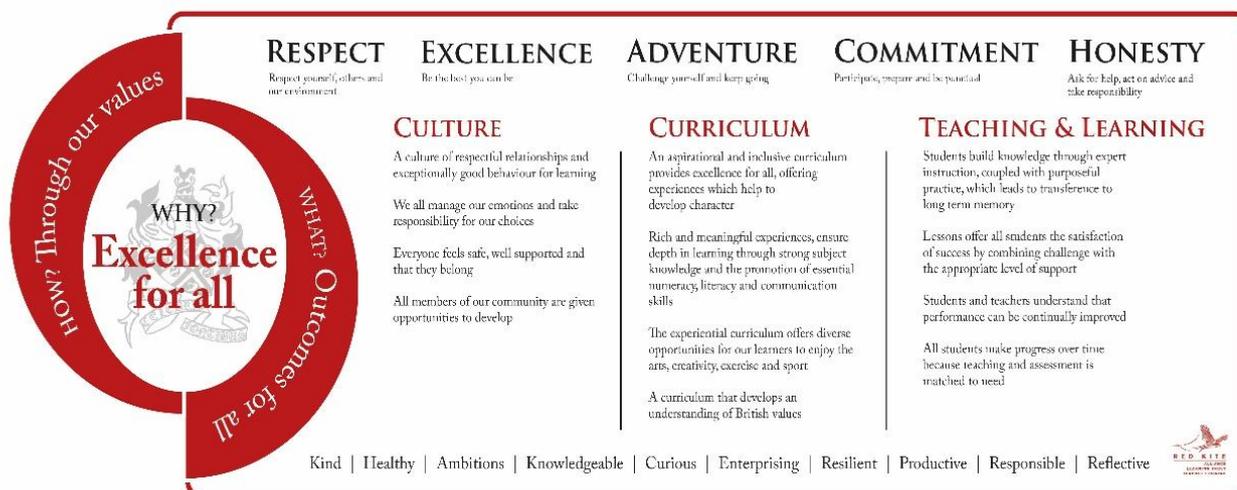
HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL



Library Manager (Learning Resource
Centre Manager)
Supporting Information

Our School

Harrogate Grammar School is a renowned state 11-18 mixed comprehensive school rich in history, dating back to 1903. With over 2000 students and 290 staff at our school, our reputation for excellence is widely recognised and we have an absolute commitment to ensuring that all our young people benefit from what the school has to offer. Every child really does matter and we work hard to encourage students to be the best that they can be.



We have a clear set of values and through living these on a daily basis, it makes our school a special place in which to learn.

In addition to our strong culture, we are committed to providing excellence through a curriculum – inside and outside of the classroom – that is both broad, balanced and well sequenced. A strong and effective partnership with parents underpins the work we do in school. Our absolute commitment to 'excellence for all' and our track record of impressive examination results at GCSE and A Level, makes us one of the highest performing comprehensive schools in the country.

High performing does not mean exclusive and we are very proud of the achievements of all our



students, from those with complex needs on the SEND register to those that will be leaving us for top universities. We expect all staff to be committed to equality of opportunity and to be passionate about ensuring that at our school every child matters.

We want all our students to become kind, healthy, knowledgeable and productive individuals who go on and make a profound

contribution to society. We are very proud of the outstanding progress our young people make from whatever their starting point.

Continued investment in the school site over recent years has provided us with some superb facilities whilst retaining the distinctive character and charm of our original buildings. Facilities include: a state-of-the-art multi-use lecture theatre/performance space, extensive playing fields including Astro-turf pitch, newly refurbished Science laboratory blocks, a school extension and a calming newly landscaped outdoor seating space.



Teacher Assessed Grades 2021

This year's grades were awarded to students based on the reasonable judgement of teachers based on assessment evidence. Teachers drew on their expertise and professional experience to objectively assess each student's level, awarding grades which were moderated, and quality assured by exam boards. Students prepared with diligence, for an increased range of assessments, producing evidence for the teachers to make their judgements. The grades reflect their dedication and hard work over more than a year of disrupted schooling due to the coronavirus pandemic. Students rose to the challenge of remote learning by showing real discipline in their work and engaging with online lessons during lockdown periods.

The outcomes match the high standards that we typically achieve, along with our continued emphasis on providing a broad and balanced curriculum, meeting the differing needs, aspirations, and interests of our learners. We fully recognise the exceptional hard work of all our students, the support of their families and the dedication of all of our teachers and support staff over the duration of their schooling. This is a cohort of young people who have had an experience in their final year of school like no other. It is important that we celebrate the success of our students and take great pride in their achievements over many years.

Key Stage 4 – GCSE Teacher Assessed Grades 2021

Student attainment:

- 64% - 9-5 in English and Maths
- 86% - 9-4 in English and Maths
- 69% - entered for Ebacc/ 60% - achieved Ebacc
- 9.8% - grade 9
- 40% - grade 9-7
- 98% - grade 9-4

The vast majority of Year 11 have chosen to progress to the Sixth Form at Harrogate Grammar and we wish all students every success in their future endeavours.

Our Sixth Form

We are very proud of the Sixth Form at Harrogate Grammar School and the outstanding achievements of our students. Students and the school have achieved record-breaking results with an average of 60% of grades being A*-B over seven consecutive years, strong value added and impressive rates of progress. A total of 259 students (81% of the year group) applied to university to study a wide range of courses from Social Anthropology to Astrophysics. In addition, students have secured positions on degree apprenticeships, have had successful auditions for Drama Schools and renowned Conservatoires and have also secured places on Art Foundation courses.

With our bespoke Sixth Form facilities, outstanding teaching and excellent results we offer young people a successful route to university or employment. Young people who join our Sixth Form benefit from all the opportunities that come from being part of a very large and successful Sixth Form. We offer numerous opportunities for students to develop their leadership skills, provide opportunities to volunteer and to enhance employability within one of the highest performing comprehensive schools in the country.

Sixth Form

Student attainment:

A Level

- 14.8% - A*
- 41.8% - A* to A
- 67.4% - A* to B
- 87% - A*-C
- 96.2% - A*to D

BTEC

- 70% - Distinction or Distinction*
- 100% - Pass and above

Red Kite Learning Trust



As founding members of the Red Kite Learning Trust, the Trust provides a supportive structure for individual schools to work in partnership to share administrative functions, to gain economics of scale in purchasing and operational functions, and most importantly to help ensure all young people can achieve success.

The Trust was formed in 2015 with Harrogate Grammar School being one of the three founding schools; the others being Oatlands Junior School and Western Primary School in Harrogate. The aim is to work together to ensure Excellence for All. From 2016 - 2018, the Trust has welcomed more schools: in Harrogate, Rossett Acre Primary School and Coppice Valley Primary, and in Leeds: Crawshaw Academy, Temple Moor High School, Austhorpe Primary, Colton Primary, Whitkirk Primary, Templenewsam Halton, Temple Learning Academy and Meadowfield Primary.

Red Kite Alliance

The Red Kite Alliance is a partnership of secondary, special and primary schools, collaborating to help each other improve the outcomes for young people and ensuring all our young people have the opportunity to achieve their potential. This school-led approach brings benefits to all the schools involved and helps Harrogate Grammar School continue to develop and improve. Our students benefit from the Alliance's work as it impacts directly on the quality of teaching they receive.



As a Teaching School, we have a lead role in the Alliance and work with other schools to train and develop new teachers. Our Teaching School helps us to keep pace with national developments and places us at the very forefront of teaching practice. We deliver outstanding training for school staff within the Alliance, at every stage of their careers, including a full range of school leadership development opportunities.

Click here to read about our Teaching Hub status: [Teaching Hub](#).

Regional Maths and Computing Hubs

The work of our Teaching School has been further enhanced and extended with the addition of our Maths Hub, covering the Yorkshire Ridings region. The Hub is one of only 37 designated nationally. Harrogate Grammar School has also successfully been awarded official Computing Hub status, covering North Yorkshire, Leeds and Wakefield. Both Hubs have the aim of developing and spreading excellent practice for the benefit of all students in primary and secondary schools.

Red Kite Teacher Training

Red Kite Teacher training offers school-based routes into teaching through a large partnership of primary, secondary and special schools based in and around Harrogate, Leeds and Skipton. We work with the University of Leeds also as a strategic partner, supporting our initial teacher training provision. Based at Harrogate Grammar School is School Centred Initial Teacher Training (SCITT) who annually have c. 120 primary and secondary trainees. SCITT is only one of the several different routes into teaching that we offer. We offer also an Assessment Only route for professionals already employed in a school and are a Regional Training Centre for the Future Teaching Scholars programme, a new and exciting route in to teaching for those entering their first year at University.

Further Information

For further information, please visit the following websites:

<http://www.harrogategrammar.co.uk>

<http://www.rklt.co.uk/>

<http://www.redkitealliance.co.uk>

<http://www.redkiteteachertraining.co.uk>

<http://www.yorkshireridingsmathshub.co.uk>



HARROGATE
GRAMMAR SCHOOL
AN INDEPENDENT ACADEMY TRUST

Harrogate Grammar School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

Post Title: Library Manager (Learning Resource Centre Manager)

Salary Grade: Salary Band 8

Contract Type: Permanent/Term time only + Training Days

Working Hours: 37 hours per week

Responsible to: Faculty Leader English

General Description:

The Learning Resource Centre Manager will be responsible for the management, development and promotion of the Learning Centre (including Library) within the school and to ensure that an efficient and effective resource and information service is provided to all students and staff.

Special Conditions of Service:

No smoking policy. Requirement to occasionally work outside of school hours and off school premises as required by the school.

1	Main Tasks/Responsibilities
1.1	To plan and oversee the organisation and management of the Learning Resource Centre
1.2	To generate and implement the Learning Resource Centre development plan and to monitor its effectiveness on a regular basis
1.3	To provide information literacy and independent learning support across the school including specific support for Y7 students' Library Lessons and EPQ studies in years 11- 13
1.4	To contribute to curriculum development through attendance at appropriate staff meetings as agreed with the Headteacher and close liaison with individual teachers and Faculty Leader
1.5	To select, acquire and maintain the library stock in good order
1.6	To maintain and develop the Library Management System including overseeing the organisation, cataloguing and classification of resources to ensure effective retrieval
1.7	To assist students to choose appropriate material for curricular and leisure needs.

1.8	To inspire and enthuse students to read for pleasure; specifically, through the organisation of events such as Battle of the Books, Competitions, Book Clubs and Fairs
1.10	To manage the Accelerated Reading Scheme; working closely with the link teacher (English), Line Manager and other appropriate staff
1.11	To supervise pupils working in the Centre and to maintain good working conditions for them
1.12	To assist in the teaching of Year 7 English in the Centre
1.13	To make the Centre attractive and accessible to all students and staff including the provision of displays, guiding and publicity materials
1.14	To promote the effective and efficient use of the Centre and its resources by all members of the school community and to broaden its use in the wider community
1.15	To manage and supervise study support sessions for students at lunchtime and after school
1.16	To maintain and develop a working knowledge of educational initiatives including ICT and developments in school librarianship
1.17	To manage the allocated budget without overspend and to review the budget annually in accordance with the School procedures and regulations to ensure 'best value'
1.18	To follow the School's policy in relation to working with young people
1.19	To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
1.20	To contribute positively to the overall ethos/work/aims of the school
1.21	To be responsible for the appointment, training and allocation of duties for the Library Assistant and/or volunteers working in the Library
1.22	To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
1.23	To recognise own strengths and areas of expertise and use these to advise and support others
1.24	To attend and participate in regular meetings, training and other learning activities as required
1.25	To take part in the Performance Management process employed at the school
1.26	To personally keep up to date with relevant developments and regulations
1.27	Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post

Person Specification : E Essential, D Desirable

2	Experience/Aptitudes	
2.1	Communicate effectively with staff at all levels within the school	E
2.2	Relate well to young people	E
2.3	Take initiative and work independently	E
2.4	Work to high levels of accuracy	E
2.5	Experience of working as a Librarian or similar role	E
2.6	Experience working in an educational establishment	D
2.7	Experience working with young people of relevant age	D
2.8	Managerial and/or supervisory experience	D
3	Qualifications/Training	
3.1	High level literacy skills	E
3.2	Good level numeracy skills	E
3.3	English GCSE or equivalent at grade C or above	E
3.4	Strong IT skills	E
3.5	Member Institute of Library and Information Professionals	D
3.6	Degree or post graduate qualification in Librarianship or information management	D
4	Knowledge/Skills	
4.1	Ability to work with accuracy and pay close attention to detail	E
4.2	Ability to prioritise, work to deadlines and multi-task	E
4.3	Ability to relate well to students and staff	E
4.4	Ability to work well under pressure	E
4.5	Ability to analyse, interpret and present information	E
4.6	Proven organisational/administrative skills	E
4.7	Interpersonal and communication skills at all levels	E
4.8	Ability to work positively and effectively with young people	E
4.9	A working knowledge of relevant policies/codes of practice and developments associated with the role	D
4.10	Working knowledge of national curriculum and other relevant learning programmes/strategies	D

5	Characteristics	
5.1	Excellent attendance record	E
5.2	Sense of humour	E
5.3	Hard working	E
5.4	Willingness to be flexible and work to meet the best interests of the school	E
5.5	Self- motivated	E
5.6	Team worker	E
5.7	Willingness to undertake training	E
5.8	Presence	E
6	Safeguarding and Promoting the Welfare of Students	
6.1	Has appropriate motivation to work with students	E
6.2	Ability to maintain appropriate relationships and personal boundaries with students	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	E