



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust

## **Sr Ralph Sherwin Catholic Multi Academy Trust**

### **Job Description**

#### **Careers Lead and Learning Resource Manager**

Blessed Robert Sutton Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

<b>Grade/Salary:</b>	Band 4, Scale Points 11 - 17
<b>Contract Type:</b>	Full Time, Permanent
<b>Hours:</b>	37 hours per week, 39 weeks per year
<b>Location:</b>	Blessed Robert Sutton Catholic Voluntary Academy, Bluestone Lane, Stapenhill, Burton on Trent, DE15 9SD

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#### **Main Purpose:**

The postholder will work closely with the senior leadership team to ensure the efficient and effective process of Careers across the Academy as well as managing the Learning Resource Base (Library)

Specific areas of responsibility and key tasks:

#### **Careers**

- To co-ordinate a careers programme for all students in Years 7 – 11
- To manage and arrange careers events both in and out of school.
- To create school network links with colleges, apprenticeship providers, employees
- To provide 1:1 student careers interviews, assess interests, abilities and achievements, review options and realistic planning for action.
- To liaise with employers, training providers, colleges, other schools and HE institutions to provide accurate career progression information.
- To review the careers programme in school, implement relevant changes in line with OFSTED guidance.
- To prepare Destination Data (annually) to the Head Teacher
- Establish a mechanism for evaluation and monitoring activity.



- Attend options evenings and Year 9 to 11 Parents evening to liaise and provide careers guidance to parents/students.
- To keep records, write reports and undertake any other administrative tasks necessary in the role.
- To ensure effective impartial and independent careers education and guidance is delivered.
- To deliver assemblies, talks and group work as required.
- To liaise with school re student deemed to be 'at risk of becoming NEET' and in partnership with statutory bodies, to develop careers education and guidance strategies to reduce the risk post 16.

### **Learning Resource**

- Develop, implement, and review library policies and procedures.
- Manage library budgets, ordering, and resource allocation.
- Organise and maintain accurate cataloguing and classification systems.
- Oversee library timetables, bookings, and daily operations.
- Supervise library assistants, volunteers, or student helpers (if applicable).
- Ensure a safe, welcoming, and inclusive library environment.
- Promote reading through displays, events, and reading programs.
- Organize reading challenges, author visits, and literacy events.
- Support reluctant and struggling readers.
- Collaborate with English and Learning Support departments

### **Knowledge, Skills and Experience**

- Knowledge and experience of Academy policies.
- Working knowledge of the school curriculum
- Knowledge and experience of the way teachers interact and work with students in classroom situations.
- Knowledge and understanding of working with students.
- Knowledge of strategies, which help and promote good behaviour and discipline.
- Knowledge of pupil development.
- Experience of working with students in small groups.
- Ability to use and set up visual aids for use with students.
- Good communication skills both verbal and written.
- Basic counselling/mediation skills.
- Tact and persuasive skills.
- Problem solving skills.
- Time management and organisation skills.
- Basic ICT capability
- Knowledge of SEN and the implications of appropriate interaction techniques



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- Time management skills
- Experience of conducting careers interviews with students is preferable.
- Knowledge of local 'Labour Market Information' is desirable.
- Knowledge of Post 16 routes.
- Level 6 qualification in Careers Guidance and Development or prepared to work towards this.
- Knowledge of exam administration and implementation including Academic Board requirements and JCQ regulations.

**Creativity and innovation:**

- Monitors and is always responsive to student learning and behaviour by adjusting supervised activities.
- Monitors and is responsive to student's personal needs and communication.
- Communicates effectively with teachers and other professionals whenever the need arises and recognises the need to communicate.
- Negotiate with businesses and others to develop and support the careers programme.
- Composition of letters on behalf of the Headteacher