



LIBRARIAN CANDIDATE PACK

GRADE 5



**Sidney Stringer
Multi Academy Trust**



Dear Candidate

Welcome to Ernesford Grange Community Academy and thank you for showing an interest in joining our team. This academy is a thriving 11-18 school, with fantastic facilities and a happy, committed team of colleagues whose sole aim is to bring the very best out of our students and enjoying their work along the way.

We are part of the Sidney Stringer Academy Multi Academy Trust, which consists of five schools; Sidney Stringer Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Radford Primary Academy and Sidney Stringer Primary School.

Teaching and Learning is at the heart of everything we do alongside the belief that every child can achieve no matter the barriers. We have a very firm no excuses culture and have the highest expectations of our young people and our staff.

Ernesford is a very collaborative, supportive and inclusive school and it is our wonderful staff who drive the culture of belief in the young people and what they can achieve.

Developing our staff to be the best they can be in whatever field they choose is incredibly important and a variety of bespoke CPD opportunities is a key component of our continued improvement in high quality teaching and learning as we invest heavily in this aspect of school life. This year we are launching a new, vastly improved CPD package offering a variety of pathways alongside investment in NPQs, Masters accreditations and other external professional development opportunities. When you join the Ernesford team our mission is to keep challenging you to become even better than you ever imagined you could be!

Denise Burrows

Head Teacher

Ernesford Grange Community Academy

Our Vision, Mission and Values

OUR VISION

Excellence for All

OUR MISSION

To work together to inspire a learning culture of high expectations with no excuses, where every member of our school community can be proud to belong to Ernesford Grange Community Academy and all students will achieve outcomes which will enable them to succeed in modern society.

OUR CORE VALUES

Respect . Determination . Kindness

Why work at Ernesford Grange Community Academy?

Why should you commit your future to the children of Ernesford Grange Community Academy?

I asked some of our Ernesford colleagues what it was that made them love working here quite so much and this is just a snippet of what they said:

- We are a genuine family where the staff care just as much about each other as they do about our wonderful students.
- SLT actually trust staff to work and do not micro manage everything.
- It feels like the responsibilities during the tough times and decisions are shared to make it a little easier on everyone.
- We have a dedicated Director of Staff Well-Being who genuinely wants to make sure we are all happy and enjoying our time at school.
- SLT listen to you and actually take on board suggestions on how to keep improving.
- We care about others. Really care. Not the care that you do because you have to, or because you feel obliged to.
- Engaging and challenging schemes of work in place which eases workload as they require differentiating according to group need rather than re-creating. These are reviewed constantly so if we need to think of something new we share the workload as a team.

Librarian

The Library at Ernesford Grange Community Academy is an integral part of our school community and it is a warm and nurturing environment that fosters a love of reading amongst the students. It is well equipped with a variety of books from different genres, magazines and a specific section for students in 16+. We also have a trolley of Chromebooks alongside computers that can be used for independent study. Students have access to a plethora of online resources to support with their wider reading, such as JSTOR, Hodder Education and Britannica which are all accessible through our Library website. Alongside this, subjects have provided links to wider reading that are an excellent resource to students to further develop their love of their subject. The Library system has recently moved over to Accessit, which is a useful tool to support with cataloguing and signposting the books that are available in the Library. Furthermore, there are lots of extra curricular opportunities that run in the Library, including Chess Club, Homework Club and Post-16 reading buddies in which the older students read with those in lower years. The enrichment opportunities also extend to the wider school, with opportunities for students to partake in reading challenges throughout the year , activities during world book week and quizzes.

We would like to recruit a Librarian who is kind, caring and keen to continue developing a positive reading culture across the school.



Job Description

Librarian

Grade:	5
Hours:	37 Hours per week - Term time only Monday – Thursday 8.15am – 4.15pm, Friday 8.15am – 3:45pm
Reporting to:	Assistant Headteacher Teaching and Learning

Ernesford Grange Community Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. We promote a fully inclusive, caring, learning community, where all individuals are valued, ambitions are grown and strengths are celebrated; where students are equipped with the skills to play an active and successful part in society.

JOB PURPOSE

To manage and develop the library as a learning resource for the school community encouraging a love of books and reading in students. To make a significant contribution to raising levels of literacy.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

KEY TASKS

Resources:

- Selecting, ordering and processing books to ensure that stock is appealing, up to date, representative and meets students' needs and interests.
- Classifying and preparing books for stock to be easily located and to promote longevity.
- Using the library management software to catalogue books, analyse borrowing data, facilitate loans and returns and manage overdues.
- Conducting suitable stock checks.

- Managing budgets and resources.
- Developing IT facilities and overseeing the booking, distribution and return of shared laptops.
- To maintain and develop provision of online reading and research resources.



Job Description

Continued

KEY TASKS CONTINUED

Support for staff and students:

- Providing knowledgeable book recommendations to students, nurturing a love of reading.
- Managing the use of the library by students before, during and after school.
- Supporting staff who bring classes to the library to read or research.
- Organising events, competitions, external speakers etc to promote and encourage reading.
- Take a lead on entering students for local and national literacy related competitions.
- Answering readers' enquiries.
- Liaising with departmental staff, the local School Library Service and suppliers.
- Ensuring that library services meet the needs of particular groups of users.

- Supporting independent research and learning.
- Assisting readers to use computer equipment, conduct literature searches etc.
- Promoting the library's resources to users and maintaining high quality displays.
- Supporting literacy interventions in terms of reading material.
- Delivering library skills lessons.
- Championing academic integrity.

OTHER DUTIES

- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.



Person Specification

ATTRIBUTES	REQUIREMENTS
KNOWLEDGE	<ul style="list-style-type: none">■ Knowledge of library management systems though training can be provided on specific programmes used.■ Methods of encouraging reading in reluctant readers
SKILLS	<ul style="list-style-type: none">■ Enthusiasm for reading■ Ability to motivate and inspire students■ Communicate effectively with staff and students
ABILITIES	<ul style="list-style-type: none">■ Able to work under pressure■ Able to deal effectively with students■ Able to work independently and respond to difficult situations.
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none">■ Excellent English language skills
EXPERIENCE	<ul style="list-style-type: none">■ Experience of working with children■ Experience of working in a library

The benefits to being a colleague within Sidney Stringer Multi Academy Trust

- 100% attendance - 1 day off following year
- Occupational health and counselling support
- Cycle Scheme
- Free Flu jabs
- Long service awards
- Free access before and after school to fully equipped gym
- Potential to work across more than one school / phase if appropriate





How to Apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

FUTHER INFORMATION

If you would like further information or to discuss the post in more detail then please contact:

Emma Smith:

esmith@egacademy.org.uk

For further details, an application form, and to apply, please visit our Website:

www.sidneystringertrust.org.uk

Please return completed application forms to the recruitment team at

recruitment@egacademy.org.uk

[No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Monday 24th June

Interview date: TBC

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.

OUR VISION

Excellence for all

OUR CORE VALUES



RESPECT



DETERMINATION



KINDNESS