



# Librarian

Bishop Ullathorne  
Catholic School





**Role: Librarian**

**Closing date: Monday 28 March 2022 at 9am**

**Applications Forms to: [s.green@bishopullathorne.co.uk](mailto:s.green@bishopullathorne.co.uk)**

**Notes:**

1. Complete Section 6 of the Supporting Statement in the application form, using the job description and person specification, as these outline our requirements .
2. Although e -mailed application will be accepted on the closing date, a signed application must either follow in the post or be hand-delivered.
3. On receipt of your application form, we will be applying for references.
4. Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.





# Librarian

At Bishop Ullathorne Catholic School we are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people. Our vision of education is of educating the whole person to the fullness of life.

Our set of values, "Ullathorne Way", through which we all strive to live and grow is immersed into the fabric of our school.

Our Library is a popular area at the heart of our school for promoting reading for pleasure. We are looking to appoint an individual with a real passion for reading and the learning of young people, ensuring that Library resources reflect the curriculum and the individual needs of our students.

The successful candidate will ideally have school library experience with the ability to use their professional knowledge and skills to initiate new projects and promote an environment for the whole school community, which is conducive to study, research and actively encourages private reading.

Overtime, there is the potential for development in the role and with that the extension of hours and levels of responsibility.

We can offer you a supportive school community. All our employees uphold the Catholic ethos of the school regardless of their own belief system, as we strive to provide the best education for our young people.

Best wishes

Mr C Billings  
Headteacher



## Job Description

### Grade 4

**Hours of Work:** 20 hours per week working from 10.30am to 2.30pm Monday to Friday.

**Job Summary:** To promote an environment for the whole school community, which is conducive to study, research and actively encourages private reading. To ensure the Library resources reflect the curriculum and the individual needs of our students.

#### Duties and Responsibilities

- To ensure the smooth day to day running of the Library.
- To be responsible for organisation of the Library.
- Liaise with teaching staff regarding the selection/ editing of stock to ensure it is appropriate and relevant to the curriculum.
- Organise, support and train student librarians.
- Ensure staff and students are familiar with the Library and its resources and are kept up to date with new stock and initiatives.
- To take responsibility for the fabric and equipment of the Library.
- To keep abreast of current trends in children's and young adult's book publishing and school libraries in general to ensure the Library is well stocked and to be involved as much as possible in current initiatives.
- Assist, advise and instruct students regarding the use (including research and learning strategies) of the library facilities and related services.
- Promote reading for pleasure to all year groups by organising reader development events and activities throughout the year including author visits, displays, competitions, involvement in book awards and national and local initiatives such as world book day.
- Promote, initiate and encourage the use of the library by staff and students, including liaison with Heads of Department to ensure support for schemes of learning, provision of book boxes for topic work etc.
- Liaise with staff and with relevant organisations regarding the development of the library facilities, e.g. School's Library service and monitor the use of library facilities.
- Ensure that the Library is used effectively as a study area.
- Organise resources and establish and maintain systems for effective retrieval, including systematic indexing, classification and cataloguing of all learning resources .
- Supervise students attending the Library during lunchtimes and whilst they are studying.
- Manage the conduct of students using the Library facilities by referring to the school's behaviour policies and awarding / sanctioning students, as appropriate.
- Ensure that appropriate emergency evacuation and fire procedures are adhered to, in accordance with agreed guidance.
- Undertake general administrative duties associated with the library.
- Any other duties and responsibilities within the range for the salary grade.



# Librarian

## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a library and/ or experience working on literacy initiatives.</li> <li>• Managing own work loads.</li> <li>• Marketing and promoting a Library.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a customer orientated role.</li> <li>• Working in a school library</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of the school library service.</li> <li>• Knowledge of books classification and school cataloguing.</li> <li>• Knowledge of current developments within the fields of librarianship and education.</li> <li>• Knowledge of the current trends in children's and young adult's book publishing and school libraries.</li> <li>• Health and Safety within the Library.</li> </ul>	
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• To support the distinctive ethos of our Catholic school.</li> <li>• To have a creative and imaginative approach to promoting reading, books and learning.</li> <li>• Excellent interpersonal skills when dealing with students, colleagues, senior managers and visitors to the Library .</li> <li>• Ability to explain to students the library facilities.</li> <li>• Ability to work calmly and effectively with students, helping them to find the information they need.</li> <li>• Excellent communication skills both orally and in writing.</li> <li>• Computer literate.</li> <li>• Ability to plan and prioritise own workload, act on own initiative and manage conflicting demands.</li> <li>• Flexible, adaptable, results orientated and able to prioritise</li> <li>• Ability to stretch and bend to select and shelve books.</li> <li>• Ability to move and carry books.</li> </ul>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Educated to A Level or equivalent, including English and Mathematics GCSE or equivalent grade c and above.</li> </ul>	<ul style="list-style-type: none"> <li>• Librarian qualification.</li> </ul>





# Our School

Bishop Ullathorne Catholic School is situated in a pleasant residential area and extensive grounds about three miles south of the city centre, on the border of Coventry and Kenilworth.

The school was established in 1953, initially as three separate schools. Bishop Ullathorne Catholic School was eventually merged into one comprehensive school with the motto *Soli Deo – For God Alone*.

The school is named after Bishop William Bernard Ullathorne who became the first Roman Catholic Bishop of the Diocese of Birmingham in 1842. During his nearly four decades of tenure, 67 new churches, 32 convents and nearly 200 mission



schools were built, including the nearby parish of St Osburg. In 1888 he retired and received from Pope Leo XIII the honorary title of Archbishop of Cabasa. Our school is committed to Bishop Ullathorne's legacy of placing the education of the whole child and the development of our spiritual self at the heart of all that we do.

Bishop Ullathorne serves a wide area of Coventry including the most advantaged and disadvantaged in the city. This helps to create our vibrant and diverse community. We believe that happy and secure children are best placed to meet their full potential; we therefore place warm, friendly relationships, alongside excellent teaching, at the centre of our ethos.

Our mission statement is to be an active Christian community of service and love. It is by placing our thoughts and prayers into actions that we are able to demonstrate our vocation and support our children in striving to be the very best they can be.

Our school became part of the Holy Cross Catholic Multi Academy Company on 1



September 2019, along with Cardinal Newman Catholic Secondary School and Christ the King, St Augustine's, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools, which are all located in Coventry. Our Academy Moto is "Achieving together in Faith".



# Where next for Bishop Ullathorne Catholic School ?

We are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people.

Our vision of education is of educating the whole person to the fullness of life. Our school mission embodies diversity, but goes further in identifying three key themes that crystallise our Catholic education:

- our sense of calling
- living life to the full
- love and service.

We are dedicated to school improvement. Our current strategies for excellence have placed a focus on challenge, collaboration, memory and problem solving. Our ongoing dedication to these areas will see them embedded in all our work inside and outside the classroom and is reflected in our set of values through which we all strive to live and grow:

- to be faith-filled and prophetic
- be grateful
- be attentive
- be compassionate
- be wise and curious
- be eloquent.



# Why work at Bishop Ullathorne?

Ofsted 2019

*“There is a sense of compassion around the school and everyone is valued as part of the family.”*



Senior Teacher



*“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”*





## Teacher

*“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”*



## Year 8 Student

*“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”*



# Benefits

All staff are encouraged to develop professionally. Our Employee Benefits Scheme, Vivup Reward and Benefits Scheme provides a wide range of benefits and many discounts.

- New staff regularly meet with their direct line manager to ensure all queries and concerns are answered.
- ECT's are fully supported with a bespoke programme and have a subject mentor as well as a school ECT supervisor.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled in the West Midlands Pension Fund.
- All staff have access to a supportive Catholic community.













# Why work in Coventry

Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry was awarded the City of Culture for 2021.

You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey. The Ricoh Arena hosts both football and rugby, along with music concerts.

Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. Birmingham will be the host city for the 2022 Commonwealth Games, and local town, Leamington Spa, was in recent times named as one of the best places to live in the Midlands by the Sunday Times.

The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival.

Coventry also has two universities, Coventry University which has been awarded University of the Year for '*Student Experience*' by The Times in 2019 and the University of Warwick, which is ranked joint 11th in the current University league tables. The University of Warwick is the highest ranking university in the West Midlands. Both universities have links with three of the city's biggest employers, Jaguar Land Rover, the NHS Trust and Coventry City Council.



“ There is a sense of compassion around the school and everyone is valued as part of the family”

Ofsted 2019

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