

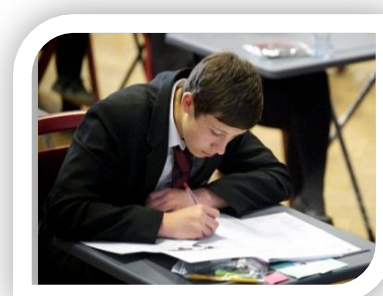
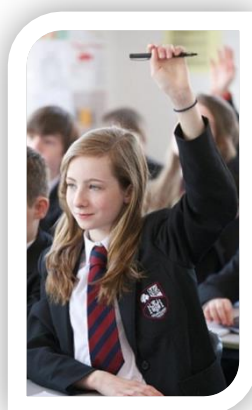
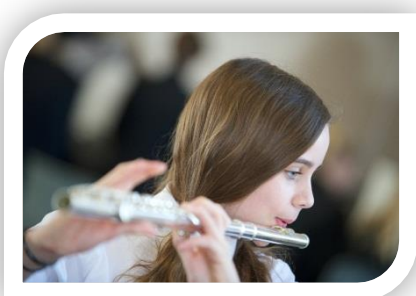


HINCHLEY WOOD SCHOOL

INSPIRING LEARNERS

Application Pack

Resource Centre Assistant



A Co-educational Comprehensive Academy for Students Aged 11-18
Headteacher; Mr Ben Bartlett BA (Hons) MA (Educ Mgmt)

An Academy and Specialist Music College



Dear Applicant

**Re: Resource Centre Assistant
To commence September 2017
£5,363 pro rata (12 hours/week, 39.4 weeks per annum)**

Thank you for your interest in joining Hinchley Wood School, within this pack you will find information about the school, department, role and the application process.

The Resource Centre is a busy and well used facility providing space for classroom activities, independent learning for sixth form students and a drop in area for students during break and lunchtime.

We are looking for an enthusiastic and pro-active Resource Centre Assistant to provide support on two days per week. Duties include:

- Supporting classes, staff and students within the Resource Centre.
- Promoting the Resource Centre within the school community and to provide guidance and assistance to those seeking information to meet both curriculum and leisure needs.
- Supervision of students visiting during break, lunch and after school and overseeing student librarians.
- Undertaking various administrative tasks.

The ideal candidate will enjoy books and read multiple genres themselves. The ability to research and recommend appropriate books is essential, as well as supporting and encouraging students to further their reading and book choices.

Good IT skills and a working knowledge of Microsoft Office (including spread sheets and database) is required, as well as excellent communication and the ability to build good relationships with colleagues and students in the school community.

The hours of work on Tuesday and Thursday are expected to be from 9.00 am – 3.30 pm, term time only, although the final working pattern will be agreed with successful candidate. The actual salary for 12 hours per week (on point 13 of the Hinchley Wood Associate Pay Scale) is £5,363 per annum. Subject to Governing Board approval this will increase by 1% from September. If you have further questions please get in touch, using the contact details on the last page.

Hinchley Wood is an inclusive and high achieving school in Esher, Surrey, celebrating student progress and development as well as academic achievement. We are one of the top 100 performing schools in terms of the progress our students make between the end of Key Stage 2 and their GCSEs, and highly sought after with 1,300 students on roll including 235 in our 6th form.



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff and governors have also established a code of conduct, included within this pack, which applies to all members of the school community.

I look forward to receiving your application by **Wednesday 28th June 2017 (9am)**, and appreciate the time taken to consider and apply for this post.

Yours faithfully

Ben Bartlett
Headteacher



Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”
(Ofsted, September 2011)***

In Summer 2016, 86% of pupils achieved 5 or more A* - C grades at GCSE level and 82% achieved 5 or more A* - C grades including English and Maths. At A Level, 58% of students achieved A* - B grades with 79% achieving A* - C. 112 students left us at the end of year 13 with 87 students going onto higher education.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”
(Ofsted, September 2011)***



Location



Hinchley

Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday

at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood click on this link: <http://hinchleywood.org.uk/>



HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Mission Statement:

'Mission Statement

'Committed to sustainability – caring for ourselves, each other, the environment and the future.'

...in order to take on the challenges of an ever competitive and changing world. All students will develop creative and entrepreneurial skills, be financially aware and able to use technology in all aspects of their lives. They will take an interest in and contribute to a wide range of creative, artistic and sporting activities.



Vision

To inspire all students to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Key Principles

The governors are committed to securing the well-being of all members of the school community by creating a safe, secure and stimulating learning environment. This code sets out the key principles which govern the way in which we work together; it draws on guidance, the Equality Scheme and a range of school policies.

The code underpins the school's behaviour policy which includes guidance on the way in which the school promotes positive attitudes to learning, good relationships with all members of the school community and strategies to tackle discrimination, harassment and bullying. We are committed to ensuring the welfare of all students. Vulnerable students, including looked after children, those with SEN, physical or mental needs, will receive behavioural support according to their needs.

All members of the school community including students, staff, parents, governors and visitors should:

1. Have high expectations of themselves and of others.
2. Treat one another with dignity and respect at all times.
3. Display the characteristics they want others to show including honesty, patience and a genuine concern for others.
4. Recognise others' achievements.
5. Respect the boundaries in their relationships with each other and not abuse their position or age by:
 - entering into inappropriate relationships
 - committing such acts against an individual which are illegal, e.g. physical assault, harassment
 - undermining, bullying or intimidating any other member of the school community
6. Work within set deadlines and arrive on time for meetings, lessons and events.
7. Take into account others' work pressures and commitments.
8. Dress in an appropriate manner as set out in the school's dress/uniform code.
9. Ask for support whenever needed.
10. Report incidents or actions of others which they feel threaten the welfare and security of any member of the school community.



Resource Centre Information

Introduction

The environment in the Resource Centre (RC) at Hinchley Wood is relaxed and friendly, and our aim is to balance a warm welcome whilst ensuring that appropriate behaviour and conduct levels are maintained.

Students from Year 7 up to the 6th Form use the RC for class work, study and recreation purposes and we aim to ensure students view reading books as an enjoyable experience and look forward to visiting the RC.

Class time:

Years 7-9 have fortnightly library lessons. The RC Assistant will assist the students in finding the books they need, to support the English teacher with any task driven activities and to deal with student book loans and returns.

6th Form students have their own area for private study in the RC. The RC Assistant registers these students for Independent Study (IS) on the school database (SIMS), and will assist them in finding the relevant study books and if required, help with their photocopying, printing etc.

Break times:

The atmosphere is relaxed and informal during break times. Students can read, complete homework or play a variety of board games. It is also a place of comfort and reassurance for many students. With sensitive and caring support these students tend to flourish in the RC, making friends and increasing their confidence.

Lunch time clubs cover topics such as the Carnegie Medal, Graphic Novels, author events and creative writing sessions.

We have a large group of volunteer Student Librarians (Yr7-11) who work on the desk during break times, and require supervision, support and guidance.

Regular author visits are arranged for students, along with writing competitions and celebration events such as World Book Day.

Year 7 students take part in the annual Booktrust Bookbuzz scheme.



JOB DESCRIPTION :	Resource Centre Assistant
Responsible to:	Resource Centre Manager
Important Functional links:	Head of English Teaching staff Learning Support Assistants
Scale Point:	13 – 17
HOURS:	As per contract, term time only (38.4 weeks per annum)

Job purpose

- To undertake tasks to ensure an efficient, vibrant and effective library service to the whole school community.
- To provide administrative support to the line manager and assist with the smooth running of the Resource Centre.
- To support and oversee students within the Resource Centre as required.

Job Specification:

- To support classes, staff and students that use the RC, providing guidance and assistance to those seeking information to meet both curriculum and leisure needs.
- To utilise the MLS Eclipse software to maintain computerised records of loans and returns and to catalogue new materials.
- To supervise students during class sessions and break-times.
- To log 6th Form student Independent Study on Sims, and to support these students with their studies, printing, finding relevant books etc.
- To display and promote material which enhances the appearance of the Resource Centre in order to provide an attractive environment conducive to purposeful study and leisure.
- To update book displays on a regular basis, in conjunction with the Resource Centre Manager, to reflect current topics within the school, new books, popular authors etc.
- To assist with the selection, acquisition, cataloguing, organisation and maintenance of all the books to cover the full age range and ability of the school community.
- To look after the Quick Read Section, mainly used by students with a lower reading ability. This includes researching and purchasing suitable stock to extend the section and promotion of new arrivals.
- To look after the LGBT (Lesbian, Gay, Bi-sexual and Transgender) books – fiction and non-fiction, researching and purchasing suitable stock to extend the section and to promote new arrivals.
- To support the Booktrust Bookbuzz scheme during the Autumn term; advertising, helping with student selection, ordering and the distribution process with Year 7.
- To oversee the return of overdue books. This will include printing reports to distribute to students and staff, speaking to students and contacting parents directly when necessary.
- To catalogue and prepare new books for display and loan in the RC.
- To maintain an orderly atmosphere during open access periods and a policy of quiet working during private study periods.
- To assist the staff and pupil's use of the photocopier, computers, screen and projector.
- To manage the Resource Centre diary, as required and when necessary.
- To supervise the Student Librarians at break times, and support with any required training.



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- To maintain knowledge of book stocks and suggest recommendations to students specific to their requirements.
 - To keep up to date with new book releases for young adults so they will be able to gauge the types of books students will enjoy
 - When required, to provide topic book boxes that reflect the age and reading ability of the particular classes involved.
 - To assist with other relevant duties, as required by the line manager.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.



RESOURCE CENTRE ASSISTANT: PERSON SPECIFICATION

Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none">• Studied to a minimum A level education or equivalent, including (grade A*-C) or equivalent, in English and Maths• Previous administration experience.• Experience of supporting children/young people. <p>Desirable</p> <ul style="list-style-type: none">• Experience of working in a school or similar establishment.• Experience within a public or school library environment.
Knowledge and Skills	<p>Essential</p> <ul style="list-style-type: none">• Excellent time management & organisational skills.• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and parents.• Good standard of numeracy and literacy skills.• Ability to manage and deal with confidential data/issues appropriately.• Good IT skills and working knowledge of Microsoft Office software including Excel and experience of database software.• Ability to proficiently use office computer and software including word-processing, spreadsheet, database and internet systems. <p>Desirable</p> <ul style="list-style-type: none">• Working knowledge of SIMS.• Working knowledge of library procedures.• Good knowledge of young people's literature.
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none">• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.• Ability to show initiative and prioritise one's own work even when under pressure.• Able to follow direction and work in collaboration with line manager.• Able to work flexibly to support others and respond to unplanned situations.• Efficient and meticulous in organisation.• Personal enthusiasm for books and reading.• Friendly and welcoming whilst able to promote and maintain positive student behaviour and conduct.• Empathy and ability to effectively listen and support students.• Desire to enhance and develop skills and knowledge through CPD.• Commitment to the highest standards of child protection and safeguarding.• Recognition of the importance of personal responsibility for health and safety.• Commitment to the school's ethos, aims and its whole community



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

Personnel Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Heather Morey on 020 8398 7161 or via email hmorey@hinchleywoodschool.co.uk

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

