



**The Excel Academy Partnership  
Framwellgate School Durham**

## **Learning Resource Centre and Library Officer**

**Candidate Information Pack**

**Salary – Grade 4 Pt 15-17 (£17,072-£17,772) Pro rata to hours  
and weeks worked**

**Start Date – A.S.A.P.**

**FRAMWELLGATE SCHOOL DURHAM**  
**Learning Resource Centre and Library Officer**  
**Grade 4 Pt 15-17 (£17,072-£17,772) Pro rata to hours and weeks worked**

**Required ASAP**

We wish to appoint an inspirational and highly motivated LRC and Library Officer to make a real impact in this rapidly improving school. Over the period since our last Ofsted inspection in November 2015 we have made significant progress. A new Headteacher and thirteen new teachers (including seven NQTs) took up post on 1<sup>st</sup> September 2017, and four new senior leaders took up post on 1<sup>st</sup> January 2018. With solid foundations now in place, the opportunity to play a significant role in leading the school back to 'Good' and on to 'Outstanding' is both exciting and realistic.

The successful candidate will possess energy, vision and enthusiasm and believe that every young person deserves the very best education. This is a fantastic opportunity for a new member of the support team to re-launch the LRC and Library, and encourage active use by staff and students so that it becomes the hub of the school. A commitment to supporting colleagues in raising achievement, and a willingness to work as part of a wider support team are essential. We can offer you an environment where student behaviour is excellent, prior attainment levels are amongst the highest in the North-East and our students and staff are a pleasure to work with.

Framwellgate School Durham is a medium size 11-18 co-educational, non-selective secondary school within a Multi Academy Trust. There are 1,015 students on roll. The school was designated as a Science College in 2003 and converted to Academy status in 2011. In 2016 the school was awarded a grant of £2.4 million to create a purpose-built sports complex. This was opened in September 2017, making FSD a hub for sporting excellence in the region.

If you would like to arrange a visit prior to submitting an application please contact Fiona Thompson, Executive Assistant [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) to make arrangements.

The available dates for a visit are **Thursday 18<sup>th</sup> January 9am, or Monday 22<sup>nd</sup> January 9am.**

**The closing date for applications is Thursday 25<sup>th</sup> January 2018, 12noon.**

**Shortlisting will take place on Friday 26<sup>th</sup> January and shortlisted candidates will be contacted soon after. Interviews are scheduled to take place w/c 29<sup>th</sup> January.**

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced DBS disclosure with barred list check will be required for this post, together with satisfactory references, and completion of a pre-employment health questionnaire.

**The Excel Academy Partnership  
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Durham  
DH1 5BQ  
Tel: (0191) 3866628  
Email: [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com)**

## **Letter of Welcome from Andy Byers, Headteacher**

Dear Applicant

I am delighted that you are interested in this post. Framwellgate School Durham (FSD) is a fantastic school which has had a rough two or three years. I joined the school in September 2017 and have appointed a new Deputy Head, 2 new Assistant Headteachers, and a Director of Safeguarding, all of whom took up post in January 2018. Working alongside our other talented and experienced staff, the potential is there to make the school truly outstanding.

Our 2016 outcomes were below average but the intake of students at key stage 2 is on a par with most of the high performing schools in the region. Student behaviour is excellent and we put a great deal of emphasis on ensuring that teachers can work in an environment where students want to learn. The strength of the school has always been its caring ethos and strong community links, and these remain.

I am looking for staff who are passionate about their area and who enjoy working in a team, to help us to rapidly improve outcomes. I think this is an incredible opportunity and hope you will too; you must be able to work in effective teams and demonstrate resilience, humour and enthusiasm. You must never settle for second best. I will guarantee you our time and support and a fabulous place to come to work every day.

If you are able to, please come and visit. I'd love to talk to you in more detail about our plans and if you haven't visited the school before, I think you will be impressed with many aspects of it. You might also want to decide whether you can work with us! If you can't make a visit we won't hold it against you (honest!) and would still be delighted to receive an application.

In your application, please try to focus on what makes you an effective LRC and Library Officer (or why you want to work at Framwellgate School Durham). Tell me why you are passionate about your area and make me feel like I am reading about you; try not to write a generic application which ticks the right boxes but doesn't tell me what you are like as a colleague.

We have changed so much already this year (13 new teachers including 7 NQTs, a new sports centre, a new school day, dedicated and extended CPD time each week, a new website) and have much more planned for 2018 including a new curriculum. Developing colleagues in a supportive environment is at the heart of what we do.

Finally, one of you reading this will become a LRC and Library Officer in a fantastic school. You will love it. Good luck with your application.

Yours faithfully,

Andy Byers  
Headteacher

## **About the school**

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are currently 1015 students on roll with 157 in the Sixth Form. It serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and around 30 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

## **Aims and ethos**

Framwellgate School Durham is a community that values learning and celebrates achievement. It is tolerant, ambitious, successful and innovative. We seek to shape our young people into being confident, creative and rounded individuals who have an intellectual curiosity, a rigorous approach to learning, and a strong moral compass. We are an inclusive comprehensive school with high expectations for staff and students alike and we place a high priority on the development of our students as inquisitive thinkers with enquiring minds.

For all students we aim to:

- Provide academic rigour and challenge to raise aspiration and foster ambition;
- Instil the academic and social skills necessary to take the next steps in education or employment;
- Inspire them to be creative and entrepreneurial;
- Encourage the skills of research, enquiry and independent learning;
- Provide individual support to overcome barriers to learning;
- Instil community responsibility and respect for others;
- Be inclusive and value diversity;
- Help them to become morally responsible and proactive citizens.

## **The curriculum**

We are committed to providing a curriculum which responds to the needs of the individual student whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one.

We are in the process of reviewing our curriculum for September 2018; hence the need for this appointment. Our intake is well above national average ability. Consequently, we must ensure that our provision stretches and challenges our more able students. In addition, we are very aware that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic.

At Key Stage 4 students are guided to progression routes, linked to future aspirations, designed to offer choice within a supportive structure tailored to meet their needs. At KS5 we offer A-level and BTEC courses. In Year 12 we are proud of our Internship Programme which offers students opportunities and experiences in the areas of STEM, Medical Science, Law and Politics and Sports and Business Leadership. These programmes are supported by a wide range of regional and national partners to offer students rich learning experience linked to a particular career area. Nearly all our Year 13 students progress to university, most choosing to study at Russell Group universities.

## **Pastoral Care and Support**

Pastoral care is a strength of the school. This was recognised by Ofsted in 2015. All students are placed in tutor groups and houses. The tutor is the first port of call for all students

throughout their school career. Within each house, tutor groups are organised in year groups. We have an active Student Leadership Group and through the house system, students of all ages take part in a variety of activities which promote community and school cohesion. In 2015 inspectors praised student behaviour. They said that students "show respect for each other, whatever their background. They behave well during lessons and social time and they feel well cared for, safe and secure."

### **Teaching and Learning**

Since the 2015 inspection a lot of energy has gone into improving classroom practice. All teachers now plan their lessons according to a Learning Cycle. This has brought more coherence to lesson planning and greater consistency between directorates (our name for faculties). We place a very high priority on developing our staff professionally. Middle management training has been a strong focus this year. There is an extensive programme of CPD opportunities which seeks to support staff to identify their development needs and move forward in their practice. Through the annual conference, CPD pathways and individual bespoke programmes, teachers are actively supported in their role. Developing the craft of teaching is at the centre of everything we do as a school and there is a 'buzz' about teaching within the staff. The development of teaching is supported through appraisal, CPD, and supportive lesson observations. The support for NQTs is exceptional.

### **The Website and Social Media**

Our new website ([www.framdurham.com](http://www.framdurham.com)) is still a work on progress but I think it gives an insight into the school and I would encourage all prospective applicants to look at it; in particular, the Curriculum section provides detail about the courses we offer and the subject content we teach. Most directorates (our name for departments) have an active twitter account and you may be interested in the Headteacher account (@framheadteacher) and teaching and learning account (@framteaching).

### **Finally.....**

We can offer the successful candidate:

- A great school to work in with huge potential for change;
- A talented and committed staff dedicated to securing the best outcomes for our students;
- A vibrant local community, loyal to the school, with very strong relationships between staff, students and parents;
- The opportunity to help FSD on a journey to become 'Outstanding' and one of the best schools in County Durham

Good luck with your application.

**Andy Byers, Headteacher**

## **JOB DESCRIPTION**

<b>ROLE TITLE</b>	<b>LRC and Library Officer</b>
<b>LINE MANAGER</b>	<b>Business Director</b>
<b>DATE JOB DESCRIPTION AGREED:</b>	<b>January 2018</b>
<b>GRADE &amp; SALARY</b>	<b>Grade 4 Pt 15-17 (£17,072-£17,772) Pro rata to hours and weeks worked</b>
<b>CONTRACT DETAIL</b>	<b>Permanent, full time (37 hours) , term time only 38 weeks (plus holiday allowance).</b>



### **Main Purpose of the Role**

To take responsibility for the day-to-day running of the Learning Resource Centre and Library Provision to provide a comprehensive service for pupils and staff.

### **Main Duties and Responsibilities**

To support staff across school in delivering whole school priorities through utilising the LRC as a base for extended learning.

### **Key areas of responsibility**

- Assist staff and pupils in using library resources
- On a daily basis use library technology including ICT, photocopiers, and cataloguing
- Manage bookings for library space and provide support for activities in liaison with teachers
- Supervise groups of pupils in library activities
- Manage and maintain stock and equipment to ensure the LRC meets the needs of staff and pupils
- Check books in and out and log information using available technology
- Liaise with staff to ensure stock supports whole school and departmental/curriculum needs
- Liaise with key staff to ensure the availability of a careers focussed library
- Be responsible for a small resource budget
- Update and maintain data and other information
- Contribute to the development of promotions, displays and other activities.
- Manage student librarians and the allocation of their work
- Supervise students in the LRC around the school day including pre and post school, break and lunchtimes.
- Support staff in using the LRC for key events
- Manage a small stock of equipment for sale to students
- To support staff responsible for display in public areas of the school
- Provide general administrative support for colleagues in school

### **General responsibilities of all staff**

#### **Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- To comply with the Academy's requirements for safeguarding and vetting checks.

#### **Other**

- The post holder may be required to undertake any other duties as directed by their line manager, commensurate with the grade and level of the role.
- Compliance with Policies
- The post holder is required to comply with all Academy policies



## Person Spec

Category	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths A-C</li> </ul>	<ul style="list-style-type: none"> <li>A level English</li> <li>Hold a recognised library qualification at NVQ level 3 or 4</li> </ul>	<ul style="list-style-type: none"> <li>Application form and interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent experience of working in a library or other similar environment</li> <li>Managing library stock</li> <li>Managing a small budget</li> <li>Working in a team environment</li> <li>Administrative work</li> <li>Use of appropriate technologies</li> <li>Coordination and liaison with staff</li> <li>Cash handling</li> <li>Use of own initiative</li> <li>Ability to follow instruction</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school</li> <li>Experience in use of SIMS</li> <li>Supporting with publicity and events</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>Library information, services and resources</li> <li>The value of reading</li> <li>Excellent numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Role of the LRC/library in the school community</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>Essential personal attributes and practical qualities</b>	<ul style="list-style-type: none"> <li>Outstanding communication skills – verbal and written</li> <li>Be able to work under pressure</li> <li>Excellent organisational skills</li> <li>Ability to empathise with and enjoy helping your people of all abilities and cultures</li> <li>Ability to prioritise and delegate effectively.</li> <li>Ability to identify own and others' training &amp; development needs and cooperate with appropriate individuals to address these.</li> <li>Exhibit strong inter-personal skills and excellent customer care skills.</li> <li>Exhibit strong team working skills and due consideration for others.</li> <li>Empathy with students and staff.</li> <li>Proactive approach to work.</li> <li>Willingness to work flexibly when required.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>





### **The Application Process**

Please complete the Application Form available from TES online.

#### **Guidance on completing the application form:**

Candidates are requested to complete the application form in full. Section E towards the end of the form requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

#### **Suitability for the role**

Section F requires you to set out your suitability for the role. In this section you should explain how your experience prepares you for this role, the skills and qualities you believe you can bring to the job, what you can offer FSD, and why you are excited to be applying to our school. The section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) by **Thursday 25<sup>th</sup> January 2018, 12noon**. All applications will be acknowledged by email.

**Shortlisting will take place on Friday 26<sup>th</sup> January and shortlisted candidates will be contacted soon after. Interviews are scheduled to take place w/c 29<sup>th</sup> January.**

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