



**SOUTHLANDS
HIGH SCHOOL**

Endeavour for Excellence

Clover Road, Chorley, PR7 2NJ

T: 01257 414455 | E: mail@southlands.lancs.sch.uk

f [SouthlandsHighSchool](#) | t [@SouthlandsHS](#)

www.southlands.lancs.sch.uk

Part Time Librarian

Permanent



Candidate Information Pack

Southlands High School has now completed one year as a school within the newly formed Mosaic Academy Trust with Standish High School. We are seeking to appoint a part time librarian.

The position is 5 days per week from 11am – 2:30pm 17.5 hours a week, term time plus one week. Grade 4 point 13 -17 (£17,391 - £18,672) pro rata.

Actual week's pay is 45.05 weeks.

The post will be available on a permanent contract and starts in **January 2019 or sooner if possible.**

Southlands High School is seeking to appoint an experienced librarian to provide high levels of organisation and accurate delivery of our library services including Accelerated Reader. This role requires absolute accuracy and the use of highly organised systems at all times. You must be an excellent communicator and have exceptional administrative and organisational skills.

Previous experience of working within a school environment would be an advantage and a genuine interest in working amongst young people is essential. Flexibility is crucial to meet the demands of a busy school as is the ability to build effective relationships with staff, governors and the whole school community.

Responsibilities include: (See full job description)

- Working with staff to provide the day-to-day activities of the school library to enable pupils to access services to support learning.

All candidates should complete the application form.

Closing Date Monday 22 October 2018 at 12noon.

Completed Application Forms should be returned by email to mearsc@southlands.lancs.sch.uk or by post to Mrs C Mears, Headteacher's PA, Southlands High School, Clover Road, Chorley, Lancashire PR7 2NJ.

Interviews will be held on Thursday 25 October 2018.

Southlands is an Equal Opportunities Employer welcoming applications from all sections of the community.

This post is covered by the Rehabilitation of Offenders Act 1975. If successful you will be required to apply to the Disclosure and Barring Service (DBS).

General Information for Applicants

Southlands High School is on a journey to excellence. Our motto 'Endeavour for Excellence' demonstrates that we expect all stakeholders, staff and students to work hard. Southlands High School is striving to be 'Even Better' than ever before as a successful and inclusive school that works in close partnership with families and the community to achieve the best for our young people.

In December 2017, we were designated as a converter academy within the Mosaic Academy Trust with Standish High School (Standish High School as the lead) and look forward to going from strength to strength in our partnership. The Mosaic Academy Trust as an organisation seeks to value each and every member of the community and to become a family of schools that will welcome other schools and be a Trust whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

In 2018 Southlands High School was the 2nd most improved school in Lancashire for standards passes in Maths and English and is a fast improving school in Chorley. We expect to continue our journey of improvement.

We strive to meet the needs of the individual child so that they feel safe, secure and happy and enjoy their time at Southlands. We also aim to provide the highest standards of teaching and learning so that students are able to progress and fulfil their potential. We believe that every child should be given opportunities to develop their leadership skills as part of their growth and development in order to prepare them for adult life. Many of our students go on to be very successful in all aspects of life with a number attending some of the leading universities in the country. We are committed in our drive for academic excellence whilst offering a wide range of extra-curricular activities and opportunities so that our students can achieve educational success and develop fully as individuals.

We recognise that all students have the right to the highest quality education that will equip them with the qualifications they need to progress to college, university or their chosen career. Every decision we take to create our successful school comes from a firmly held staff belief that we can always strive to be 'even better' than before.

The school was last inspected by Ofsted in June 2013 and was judged as good in every aspect. Parental responses and student responses to whole school questionnaires is very good. Our school priorities for 2018-19 clearly focus on our culture for improvement: improving student outcomes, the development of teaching, learning and assessment, strong personal development, behaviour and welfare and effective leadership at all levels.

There are 830 young people on roll. The intake profile in both socio-economic and academic terms is that of a fairly typical comprehensive school.

At Southlands we are very proud of our caring school community and place great emphasis on high standards of behaviour and respect for all through our Southlands Standard.

Hopefully, this has inspired you to take a serious look at Southlands.

I look forward to receiving your application form.

Kerry Millar

Headteacher

Job Description

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Part Time Librarian

Job Purpose:

Working with staff to provide the day-to-day activities of the school library to enable pupils to access services to support learning.

Main Duties / Responsibilities

1. Update and extract information from library systems and databases.
2. Provide excellent library services to meet students' needs.
3. Provide general advice and guidance and assist staff and pupils in using library resources
4. Stock management.

Typical work will include:

- * Supporting pupils and staff to find information
- * Promoting the library in an innovative and exciting way and discuss reading with pupils
- * Running Library based activities for all pupils
- * Ensuring that stock remains up to date and relevant

Individuals in this role will also:

1. Provide administrative support, for example photocopying and filing
2. Collect and record money e.g. for lost books, photocopying etc.
3. Support and assist with library technology including ICT and photocopiers
4. Demonstrate duties to other staff or pupils/work experience students

ORGANISATION

- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Work as support to teachers in lessons as appropriate
- Implement agreed work programmes/practical lessons under the guidance of the teacher
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
- Contribute to planning, development and organisation of systems/procedures/policies
- Undertake recording of students' work within specialist area (Accelerated Reader) and accurately record achievement/progress
- Oversee the use of display space within the Library under line management of Deputy Headteacher Teaching and Learning, and the Curriculum Leader of English

ADMINISTRATION

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Maintain an inventory of all equipment and /materials
- Carry out complex administrative tasks for the Curriculum Leader of English eg. maintaining records, information and data, producing analysis and reports as required

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, E-mail, photography equipment)
- Maintenance of specialist equipment
- Construct items within the library to improve effective use of space and/or delivery of the curriculum
- Support the Curriculum Leader of English with controlling and managing the library budget
- Maintain tidy and organised work spaces and storage areas
- Ensure health and safety guidelines are adhered to
- Provide specialist advice and guidance as required

This list is not exhaustive and there is the expectation that staff will undertake any additional roles of a reasonable request.

Librarian – Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Grade C/4 GCSE Maths and English or equivalent or have relevant vocational experience 	<ul style="list-style-type: none"> Advanced qualifications in Education
Experience	<ul style="list-style-type: none"> Organising and managing materials, and resources Experience of resourcing and providing equipment in a timely manner Information gathering 	<ul style="list-style-type: none"> Two years' experience of working in a librarian Experience of working in a secondary school environment
Knowledge	<ul style="list-style-type: none"> Good knowledge of secondary school curriculums 	<ul style="list-style-type: none"> Working knowledge of IT Evidence of familiarity with relevant local and national policies, priorities and statutory frameworks, particularly in regard to current education objectives and practice
Skills	<ul style="list-style-type: none"> Excellent IT skills Ability to focus on detail and accuracy when resourcing for and setting up library and Accelerated reader Excellent communication skills Excellent organisational and planning skills including the ability to be flexible in order to achieve targets Ability to work to deadlines Ability to form good working relationships with colleagues and external clients Ability to work to professional standards, think independently and make recommendations Highly numerate with good analytical and interpretive skills 	
General/ Personal Qualities/Attributes	<ul style="list-style-type: none"> Smart, business-like, professional appearance Capacity for hard work under pressure A team player and collaborative worker 	



	<ul style="list-style-type: none">• Highly motivated and able to use own initiative• Ability to contribute greatly to the wider life of the School• Resilient• Strives for excellence in every aspect of school life• A genuine commitment to and liking for young people and high expectations for their progress and welfare• Honesty and integrity• Determination and perseverance• Enthusiasm• Passionate• Patience	
--	--	--