



The Gryphon School

LEARNING RESOURCE CENTRE ASSISTANT RECRUITMENT INFORMATION PACK



The Gryphon School
Bristol Road
Sherborne
Dorset
DT9 4EQ



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February 2018

Dear Applicant,

Thank you for expressing interest in the post of Part-time Learning Resources Centre Assistant at The Gryphon School on a permanent basis. Accompanying this letter is information about the School, general information about the role and a job description which we hope will provide you with everything you need to know to apply for the post. The school website gives further details about us.

The Gryphon Learning Resource Centre (LRC) is physically and literally at the heart of the school. It is enormously popular and busy throughout the day as it serves over 1660 students and over 200 staff. It is a bright, attractive, welcoming and inclusive environment. The LRC is used by nursery aged students alongside A level students preparing for University entrance. Supportive relationships with all students and staff are key to maintaining an outstanding provision for all. The ability to assist students in advanced research, promoting reading and literacy at all levels as well as managing this organisation is quite a challenge...but enormously rewarding. We believe in the importance of accessing leading edge e-learning information sources as well as maintaining books and hard resources.

The Gryphon is a wonderful place to work and has a special atmosphere and feel. It became an academy in August 2012 to sustain the quality of our outstanding provision and is a founder member of the Sherborne Area Schools' Trust (SAST) a multi-academy trust established in June 2017. Since September 2017 we have been designated as a teaching school and are very excited about the opportunities that this new status will bring. In a recent national publication, The Real Schools Guide, The Gryphon was rated as one of only two schools in Dorset as 5 star; based on attainment, teaching, attendance and outcomes. The Good Schools Guide concludes that we are a 'Super much sought-after school at the very centre of its community taking on the Sherborne independents. Truly a model of comprehensive education at its best – a place for all comers, which children and parents set their heart on, so it bulges at the seams'.

We are an outward looking school with excellent community links as well as strong relationships with other good and outstanding schools across the South West and nationally.

We are a comprehensive school serving a diverse community. Our high quality support staff make a real difference to our students. Teaching is often outstanding, and consistently at least good across all subjects and key stages. Teachers are provided with the resources to make lessons stimulating and practical and have excellent subject knowledge. They make sure students are very clear about what is demanded of them and how to improve. The School's very positive entry in the Good School Guide describes pastoral care and discipline as 'exceptional'. Students are reflective, behave with great courtesy, and are heavily involved in working with staff to improve the school and the welfare of others.

Our 2017 GCSE results were, once again, excellent against a national backdrop of tougher exams and significantly lower pass rates in many subjects. The proportion of students gaining 5 or more A*-C grades including English and Maths was 72%. At A level, there was a pass rate of 99%, with 78% of students achieving A*-C grades and 25% gaining an A* or A grade. Both academic and vocational result were equally impressive and students taking the EPQ (Extended Project Qualification) achieved fantastic results of 70% at A*-A grade.

In November 2016 our inspection as a Church School (SIAMS) judged us to be Outstanding. Our most recent Ofsted visit, in November 2017, was very positive and confirmed our status as a "good school" and we enclose a copy of their letter to me outlining our many strengths. Our focus for this year, which reflects our Church School

status, is that we should be a “10:10” school; where students and staff experience life in all of its fullness. So for us education is more than just exam results – we place great value on the personal development of each student. We aim for them to leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the wider community. Digital learning is important at The Gryphon School including the use of mobile technology; we want our young people to use technology responsibly and to enhance their learning.

In summary, we are a true team with a great sense of pride in what we collectively achieve and we embrace the challenge for achievement to be even higher. Our special culture and ethos focuses on enabling students to be the best that they can, both personally and academically, supported by the tremendous work and care of all our staff. We continue to strive to be outstanding in all aspects of school life.

We are looking for a team player with the inner determination to develop continually. In return, you will join a School that is full of activity, rewarding and friendly. We have a great record for supporting and developing all of our staff through our own training and links with NCSL providers.

You are very welcome to visit us in advance of an application or to contact us to find out more.

Very best wishes,

N J Edwards

Nicki Edwards
Headteacher





Bristol Road, Sherborne, Dorset DT9 4EQ
Tel: 01935 813122
e-mail: office@gryphon.dorset.sch.uk
Website: www.gryphon.dorset.sch.uk

PART-TIME LEARNING RESOURCE CENTRE ASSISTANT

Start Date: 16 April 2018

Salary: Grade 3 (£15,246-£16,123 fte, £-£6,840-£7,322 actual)

Contract: Part-time, Permanent, term time plus training days

Closing Date: Monday 5 March 2018

Interviews: It is hoped to hold the interviews the week commencing Monday 12 March 2018

We require an enthusiastic, committed person to join a team that is central to the core of learning at the School. You must enjoy working with young people and have excellent interpersonal and communication skills. The hours of work will be between 10.00 am to 2.00 pm, Monday to Friday.

The successful candidate will:

- be an organised person to cope with the demands in this busy environment
- have good computer skills
- be able to work under pressure
- have some previous knowledge of libraries or an interest in reading

Contact Details: School Office on 01935 813122, website on www.gryphon.dorset.sch.uk or e-mail Gryphon.HR@gryphon.dorset.sch.uk

The Gryphon School, part of the Sherborne Area Schools Trust, has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

The Gryphon School, part of the Sherborne Area Schools Trust, is committed to equal opportunities and positively encourages applications from all sections of the community.



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JOB DESCRIPTION

Job title:	Library/Resources Assistant	Job Ref:	XS 6.6
Directorate:	Children's Services		
School:		Grade:	Grade 3
Reports to:	Learning Resources Centre Manager		

Main job purpose

To provide general clerical and library assistance to pupils and staff within the school.

To assist the Learning Resources Centre Manager in the provision of a suitable reference and learning environment and to encourage further educational development of pupils using other mediums and resources.

Main responsibilities and duties

1. To assist students and staff in the use of the Learning Resource Centre's material and equipment.
2. To carry out the issue and return of learning resources (including reservations, overdue etc) and maintain appropriate records.
3. To complete data records and processing of library and resource stock.
4. To undertake basic repairs to books and other learning resources.
5. To assist the Learning Resources Centre Manager in creating displays and organising events.
6. To assist pupils in the use of ICT within the Learning Resource Centre.

Knowledge & skills

Essential General level of education - 3 GCSE A*-C or a vocational qualification or equivalent.

Supervision and management

To supervise pupils in the use of the materials of the Library/Resource Centre and to refer matters of concern to the Teacher in Charge/Librarian.

Problem solving and creativity

To support pupils in the selection of appropriate reference materials. In the absence of the Learning Resources Centre Manager to work on own initiative deciding priorities of workload and content.

Key contacts and relationships

To support pupils and staff in the selection and use of reference materials.

Working Environment

Normal school environment. Frequent use of ICT equipment/lifting of books and other materials/equipment.

Normal school environment, frequent disruption to tasks and order of tasks by pupils/staff.

Books, stationery, periodicals, display equipment, reprographic and ICT equipment and trolleys. Including handling petty cash.



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THE APPLICATION PROCESS

We look forward to receiving your application by **Monday 5 March 2018**. It is hoped to hold the interviews the week commencing Monday 12 March 2018.

You are asked to provide the following:

- A completed Gryphon application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be returned either by post, marked 'Confidential' to Caroline Rabbetts, Leadership Support Manager, The Gryphon School, Bristol Road, Sherborne, Dorset DT9 4EQ or by email to her at: Gryphon.HR@gryphon.dorset.sch.uk

Should you wish to arrange a visit to view the School, please do not hesitate to contact Caroline who will also be happy to arrange this.

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Core Purpose

The LRC's core purpose is to support teaching and learning in the curriculum by providing opportunities for students and staff in respect of their research, recreational and training needs. The LRC is able to achieve this by giving access to information and actively encouraging and facilitating use of its collection and services. By offering advice, assistance and training in information skills the LRC contributes greatly to the school's goal of producing independent learners.

Resources

With over 15000 items our well-stocked, newly extended and refurbished Learning Resources Centre (LRC) supports students and staff throughout the school. The LRC provides over seventy networked computers, all with wireless broadband Internet access and data storage facilities. The issue of library stock is controlled by a fingerprint recognition system.



Objectives:

Serving Students

The LRC provides a challenging yet supportive environment to stimulate, maintain and develop interest in the enjoyment of reading for pleasure and purpose. Students' active participation is encouraged and supported, fostering the development of lively enquiring minds. LRC staff assist in the development of information literacy by reinforcing National Curriculum Key Skills of planning, locating and gathering; selecting and appraising; organising and recording; communicating and evaluating through activities in the LRC.

Part of the role also involves supervising sixth form students when using the LRS for private studying and maintaining sensible noise levels.

Serving Staff

The LRC supports and assists the delivery of high quality learning experiences through services and consultation. The LRC also actively encourages a culture of reading for all staff, providing a wealth of fiction and non-fiction material for loan.

Creating Opportunities for Students' Responsibilities

The LRC encourages students to become socially and morally responsible to become socially and morally responsible through co-operative and independent use of the LRC. Staff organise special events and fund raising activities to encourage student participation.

Managing Change

The LRC is proactive and responsive providing services tailored to the ongoing needs of the whole school in light of specialist status. Staff identify, anticipate and satisfy customer need with an emphasis on provision of resources and services for particular groups by giving choice, convenience and customised services. Good practice and innovation are developed by giving LRC staff opportunities to extend their skills and talents. Actively monitoring and utilising new information technologies enhances the LRC's ability to remain relevant to students and staff whatever their needs.

Managing Stock

LRC staff develop and maintain accessible collections through informed selection, aiming to provide seamless access to appropriate information sources.

Contractual Information

This is a part-time, permanent post commencing April 2018. The successful applicant will be required to work during term time plus training days between 10.00 am to 2.00 pm, Monday to Friday.

The post is pensionable and remuneration will be on Grade 3.

The closing date for receipt of applications is Monday 5 March 2018 and it is hoped to hold the interviews the week commencing Monday 12 March 2018.





The Gryphon School

The Gryphon School – Support for Staff – What we provide.....

High Quality Professional Development

- INSET Programme with national speakers eg Sir John Jones, Simon Mayo
- Time is provided for learning and development in everyone's staffing allocation
- Middle leader training programme
- New staff induction programme
- 2nd year teacher programme
- Opportunities for sharing of best practice and expertise
- Encouragement of individual action research through appraisal
- Opportunities to mentor student teachers on ITT, Schools Direct, volunteers and other routes

Support for Teaching

- Investment in resources, facilities and the environment
- Outstanding ICT infrastructure including WiFi, resources
- Strong departmental support structure
- Free ipad for all teachers
- Timetabling ensures specialist teach in their subject areas and there are rarely any split classes
- Designated support for reprographics, trip management, student behavioural support, SEND needs etc
- Dedicated team of school cover supervisors

Links with other schools

The Gryphon is outward looking and a lead members of various school development groups. This facilitates visits, exchanges, subject sharing, leadership support and enhanced student opportunities.

- Jubilee Group – eight schools across the SW from Devon to Wiltshire and Gloucestershire
- South West Academies Group – nine academy schools across Devon, Somerset and BANES
- North Dorset – five secondary schools, a Special school and a PRU
- Sherborne Schools Partnership of nine feeder primary schools with whom we have excellent cross-phase academic collaboration Y6-8 curriculum and transition.
- Since 2014-15 we have been part of the national PiXL group
- Member of the Jurassic Coast Teaching School Alliance

Health and well-being

- Our own specialist HR Manager and team
- Membership of Carefirst providing free welfare counselling, free Occupational Health consultations
- Free Mindfulness sessions, aimed at improving mental wellbeing by enhancing good feelings about life and oneself
- Support from the School Chaplain

Supporting families

- The Little Gryphons Nursery on site
- Supportive to colleagues for time off during periods of family illness/crisis
- Supportive of requests where possible to attend graduations, family weddings, special family events, house moves

Practicalities – little extra touches

- Generous allocation and pattern of INSET Days to support staff learning and development and wellbeing
- Quality free seated lunch provided on INSET Days
- Free on-site parking

Strong Staff Community

- Very active, vibrant, Staff Social Committee who arrange an array of social events and activities across the year
- Large main staff room – and we hold weekly whole staff briefings
- Successful and very competitive staff sports teams playing other schools
- Staff voice events
- Amazing involvement in charity events, national days, productions, teams, public speaking, Duke of Edinburgh etc

