



# Edgbarrow School



## CANDIDATE INFORMATION LIBRARIAN

EDGBARROW SCHOOL Grant Road, Crowthorne, Berkshire. RG45 7HZ TEL: 01344 772 658

*The Corvus Learning Trust is incorporated in England and Wales*

*Company number 11045796*

*Registered Office: Edgbarrow School, Grant Road, Crowthorne, Berkshire, RG45 7HZ*



Wellington College  
Teaching School  
Partnership



# Contents



- Letter from the Headteacher
- Candidate Information:
  - School Information & Vision
  - Job Description
  - Person Specification
  - How to Apply
- Further Information:
  - School Links
  - Curriculum
  - Exam Results



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Dear Applicant

Thank you for taking an interest in the advertised post at Edgbarrow School. We hope you find the information helpful in making your decision to proceed further in the application process. We make every endeavour to provide all candidates with equality of opportunity in the selection process. If you have any additional queries, please do not hesitate to contact the school.

Edgbarrow School is an 11-18 mixed comprehensive academy and is a founder member of the Corvus Learning Trust. The school serves the students of Crowthorne Village in Bracknell Forest. There are about 1500 pupils on role of which 400 are in the sixth form. Further information regarding the school can be obtained by visiting the school website at [www.edgbarrowschool.co.uk](http://www.edgbarrowschool.co.uk).

Applications from suitably qualified and experienced candidates are welcomed via the online application system and any queries emailed to [recruitment@edgbarrowschool.co.uk](mailto:recruitment@edgbarrowschool.co.uk). This post is subject to an enhanced criminal record check and references.

Edgbarrow School is an outstanding, happy, and caring school and we look forward to receiving applications from suitable candidates for this important post. I would like to take this opportunity of expressing my best wishes to all those who apply and, whether or not you are successful in this particular application, to wish you success in your future career.

Yours sincerely

**Mr Stuart Matthews**  
**Headteacher**

# School Information & Vision



Thank you for your interest in this post. The enclosed literature is intended to give a better understanding of Edgbarrow School.

Edgbarrow School is a larger than average secondary school, one of six secondary schools within the Bracknell Forest borough, and the only one in the village of Crowthorne. The school is regularly oversubscribed, attracting over 460 applications for 210 places in 2022. Also, the sixth form has grown considerably in the last five years (300 to 400).

We are very fortunate to have a stable, professional and highly committed group of teachers and support staff who work together to ensure that each student receives the best educational experience. Visitors, including parents, contractors and outside agencies frequently comment on the positive atmosphere that pervades the school, from a warm welcome at our reception that continues to be felt around the site. We are very proud of our students' attitude towards their school, learning and the way they behave.

## **Our Vision**

Edgbarrow School is a learning community where all students and staff:

- Enjoy school life and are supported in achieving their full potential in their academic, creative and physical, moral, spiritual and personal development.
- Understand that learning and teaching have the highest priority and benefit from working within a vibrant, purposeful environment.
- Know that they can make a positive contribution and are valued as individuals, fostering mutual respect within a safe, caring and supportive community.
- Have the opportunity to develop their talents and acquire skills for life-long learning in an increasingly technological society.
- Are encouraged to be confident, motivated, healthy, enterprising and responsible citizens.

In order to help you understand the school and our priorities, we have tried to identify what defines Edgbarrow for those of us who work here. These can be summarised under the following headings:

## 1. Achievement

- Attainment – excellent results at all key stages
- Progress – excellent progress made by all students

## 2. Reputation

The school at the centre of the community that trusts its young people will be cared for and provided with opportunities to develop all skills and talents

## 3. Ethos

Staff and students enjoy purposeful working relationships to learn together in a safe, happy environment

## 4. Ambition

Purposefully driven to be constantly improving by committed and hardworking governors, leaders, teachers and support staff reflected in the manner in which students engage and behave

## 5. Post 16 Learning

Provision of an excellent resource to build a bridge between school and Higher Education or work.



# Job Description



<b>Job Title:</b>	<b>Librarian</b>
<b>Grade / Salary Scale:</b>	<b>BG-J</b>
<b>Hours of Work:</b>	<b>18.5 hours per week (term time only) Wednesday – Friday (hours to be negotiated)</b>
<b>Notice Period:</b>	<b>One Month</b>
<b>Reports To:</b>	<b>Senior Librarian</b>
<b>Job Purpose:</b>	<b>The Librarian provides specialist knowledge and information and help for all users of the school library.</b>

## Main Duties & Responsibilities

1. To work with teachers and children in the school library
2. Using the automated library system to enter and retrieve information and to issue books to students
3. Word processing
4. Helping with orders and invoices
5. Collating book lists
6. Processing, labeling and covering books
7. Returning books to shelves
8. Answering student enquiries
9. Assisting students with word processing/IT and locating information on the internet
10. Supporting lunch/break time supervision (according to hours negotiated)
11. Helping to choose, buy and collect books
12. Displaying books and other materials around the school
13. To support department and school-wide initiatives to promote reading and to improve literacy
14. Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
15. Actively support the School and Borough Equal Opportunities Policies.
16. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
17. Be aware of and take part in the schools' performance management framework and participate in training and development activities as required.
18. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.

**Scope of Job (Budgetary/Resource control, Impact)**

The post holder is line managed by the Teacher i/c Learning Resources; Second in English

The post holder holds budgetary responsibilities. However, if record keeping and other information systems are not satisfactorily maintained the school may fail to keep statutory standards.

# Person Specification



Key Criteria	Essential	Desirable
Qualifications and Training	<p>Good numeracy and literacy skills.</p> <p>Good keyboard skills.</p> <p>Computer literacy (MS Office experience, including word-processing, spreadsheets and e-mail).</p>	<p>Library experience and/ or training.</p>
Competence Summary (knowledge, abilities, skills, experience)	<p>Experience of general clerical/administrative work in a small team setting.</p> <p>Good understanding of and ability to use relevant equipment e.g., computer, photocopier, fax machine.</p> <p>Able to follow administrative procedures, understand and follow instructions.</p> <p>Able to work with IT based finance systems.</p> <p>Able to relate well to children and adults. Deal sensitively with parent, pupils and colleagues in person and by telephone.</p> <p>Able to prioritise own workload and work to competing deadlines.</p> <p>Able to work on own initiative and constructively as part of team.</p> <p>Good personal communication skills.</p>	<p>Experience of working within a learning environment.</p> <p>Knowledge of basic first aid.</p>
Work related personal requirements	<p>Committed to equality of opportunity.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p>	
Other work requirements	<p>Suitable to work with children.</p> <p>Participate in training and development opportunities.</p>	

# How to Apply



1. Complete the online application form via TES.
2. References will be taken up for shortlisted candidates prior to the interview date. Corvus Learning Trust is committed to safeguarding and promoting the welfare of all students. Each student's welfare is of paramount importance. Successful candidates will be required to undertake an enhanced DBS check.
3. If you have any queries regarding this application process, please contact our HR department on 01344 772658 or email [recruitment@edgbarrowschool.co.uk](mailto:recruitment@edgbarrowschool.co.uk)

<b>POSITION:</b>	<b>Permanent</b>
<b>CONTRACT TYPE:</b>	<b>18.5 hours per week (term time only) Wednesday – Friday (hours to be negotiated)</b>
<b>SALARY:</b>	<b>£8,979 per annum inclusive of fringe allowance (actual salary for hours worked)</b>
<b>START DATE:</b>	<b>September 2023</b>

Edgbarrow School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Edgbarrow School is committed to protecting the health, safety and welfare of all employees. To this end, staff enjoy:

- Contributory Pension Scheme
- Employee Assistance Programme
- Working as part of a motivated and committed team
- Access to on site fitness gym
- Cycle to work Scheme
- Eye Care Voucher Scheme

# Further Information



## School Links:



Sandhurst School

- [Edgbarrow School](#)
- [School Prospectus](#)
- [Corvus Learning Trust](#)

## Curriculum:

The curriculum is organised within a two-week cycle. Each week is composed of 25 lessons, each lasting for one hour.

The Progress Department will work with students, both individually and in small groups, who need support to improve their Literacy skills.

### **Key Stage Four: Years 10 and 11 (ages 14-16)**

All students study a core of subjects: English and English Literature, Mathematics, Science, Physical Education and PSHGEE (including Religious Education). Students may also be offered the opportunity to study Triple Science.

In addition, students may choose four further subjects from:

- **GCSEs:**

Art, Business Studies, Computing, Design and Technology (Food Engineering & Product Design), Drama, Economics, French, Geography, German, History, Information and Communication Technology, Music, Spanish, Physical Education, Religious Education and Science. However, all students are required to select at least one E-Bacc subject e.g. Geography, History, Computing, French, German or Spanish.

- **BTECs, VCerts & Cambridge Nationals:**

Information Technology, Business Studies, Sport, Performing Arts and Health and Social Care.

### **Sixth Form: Years 12 and 13 (ages 16-19)**

In Years 12 & 13 students generally follow three subjects, leading to a full A level qualification and/or a Level 3 BTEC.

- **A Level Courses:**

Art and Design, Biology, Business Studies, Chemistry, Computing, Design and Technology (Food Technology & Product Design), Economics, English Language and English Literature, French, German, Geography, Government and Politics, History, Mathematics, Media Studies, Music, Philosophy and Ethics, Photography, Physics, Psychology, Sociology, Spanish, Sport and PE and Theatre Studies.

- **BTEC Courses:**

Sport and Exercise Science, Business Studies, Health and Social Care and ICT.

### **Enrichment Opportunities**

In addition to their examination courses, all students participate in an enrichment programme. This programme is focused on a range of activities designed to give students an opportunity to participate in, and benefit, their local community e.g. a range of sports teams, Duke of Edinburgh Award, Young Enterprise, Operation Wallacea as well as many department-based clubs.

## School Examination Results:

- Level 2 GCSE and BTEC**

We are very proud of the examination results achieved by our students over the past three years. Staff have worked hard with new data to track and monitor students and develop intervention strategies in order to help each individual to achieve their potential.

Whole School	P8	A8	A*-C EM	9-5 EM	9-4 EM
2022	+0.65	59.41	N/A	66%	87%
2021	N/A	58.80	N/A	74%	85%
2020	N/A	57.32	N/A	68%	87%
2019	+0.36	55.59	N/A	65%	82%
2018	+0.43	56.30 (B)	N/A	65.1%	82.8%
2017	+0.36	55.27 (B)	N/A	63.2%	84.2%

\*estimated

- Level 3 A Level and BTEC**

In recent years we have worked hard to improve our examination results at post 16. A new Sixth Form building has certainly helped to provide an excellent learning environment and educational experience for our students. However, there is no doubt that staff have worked hard to develop the quality of teaching at post 16 and as a result the grades achieved by our students have improved significantly.

Whole School	A*-B	A*-C	Overall Pass Rate
2022	69%	90%	99%
2021	73%	87%	99%
2020	64%	86%	100%
2019	52%	77%	98%
2018	58%	81%	99%
2017	64%	86%	100%

