****

**Isaac Newton Academy, Redbridge**

**Principal: Rachel Macfarlane**

**Librarian**

**Brand-new all-through mixed 4-18 comprehensive in Redbridge.**

In September 2012 Isaac Newton Academy opened with its inaugural cohort of 180 year 7 students. In 2014 the primary phase opened with 90 pupils per year group. The school will grow, year on year, to become a 4-18 academy of nearly 2000 students.

We are looking to appoint an exceptional Librarian to lead the library from September 2017.

**The successful candidate will:**

* have experience of working with and motivating young people to engage with reading
* have an excellent knowledge of adult and children’s literature and ideally have worked in a school library/learning resource centre
* be approachable, highly organised and flexible, with excellent communication and ICT
* have a strong belief in the transformational power of literature and reading
* have the resilience and motivation to seek to continually improve systems and standards
* possess the skills and determination to make a significant difference to the lives of Ilford residents.

**The successful candidate will have the opportunity to:**

* play a key role in the evolution of Isaac Newton Academy
* work with the Whole School Literacy Coordinator to implement the Academy’s Reading Policy and support students in developing a lifelong love of reading
* join the ARK Schools network, with comprehensive career and professional development provision

If you are seeking a challenging and highly rewarding position, enriching the lives of the students who attend Isaac Newton Academy and members of the local community, then we are keen to hear from you.

If you have any technical issues with the application form, please contact our recruitment team on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org). For a candidate information pack or an informal, confidential discussion please contact our HR Office, on 020 8911 6666 or email [recruitment@isaacnewtonacademy.org](mailto:recruitment@isaacnewtonacademy.org).

To apply please go to <https://goo.gl/zt4JFp> .Please complete your application by **Midday on Monday 26th June**

**Location:** Ilford, Redbridge

**Start date:** September 2017

**Hours:** 36 hours per week, 52 weeks per year (annualised hours contract)

**Salary:** Scale 9 (£29,224 - £34,936), depending on experience

**Job Description: Librarian**

**Reporting to:**  Lead Teacher for Whole School Literacy and Reading

**Responsible for:** Primary, Secondary and Sixth Form Libraries

**Line Management of:** Assistant Librarian

**Start date:** September 2017

**Salary:**  Scale 9 (£29,224 - £34,936), depending on experience

**Hours:** 36 hours per week, 52 weeks per year (annualised hours contract)

**Disclosure level:** Enhanced

This job description should be read in conjunction with the Isaac Newton Academy Mission/Vision and Expectations papers found on the final pages of this brief.

**The Role – key responsibilities**

* To ensure that the library is at the heart of the Academy and that it has a welcoming atmosphere
* To help to ensure that students develop a love of reading and the habit of reading for pleasure, and that they become lifelong readers
* To ensure that the library operates efficiently to meet the needs of staff and students
* To oversee the issuing and return of books, chase overdue books and ensure the security of stock
* To classify and catalogue all books and learning resources
* To manage and maintain the physical layout, furniture and fittings of the library and to ensure that it is well organised and tidy
* To effectively line manage the Assistant Librarian
* To work alongside the Lead Teacher for Whole School Literacy and Reading to implement and evaluate INA’s Reading Policy
* To provide and maintain a comprehensive database of all library books and resources
* To maintain an up to date knowledge of children’s literature and to read and promote the latest children’s fiction
* To keep up to date with developments and research regarding libraries and reading
* To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
* To actively promote the Academy and liaise with outside agencies as necessary, representing the Academy or Ark as appropriate
* To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
* To demonstrate a commitment to Equality of Opportunity for all members of the Academy’s community
* To act as an Academy first aider (as and when trained).
* To be active in issues of staff and student welfare and support
* To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To advise on the design for the Sixth form library and establish the Sixth form library: ordering stock prior to the opening, categorizing stock etc.

**Promoting Reading**

* To contribute to the production, delivery and evaluation of an annual Library Improvement Plan.
* To deliver assemblies to promote reading and use of the library
* To lead the student book club, facilitating the discussion of the selected books and targeting specific students for intervention when necessary.
* To support Year 7 and Year 8 Reading lessons, working with and supporting individuals, groups of students and whole classes and co-teaching with the Reading teacher.
* To organise and support Storytelling sessions for Primary classes.
* To develop and use the VLE to promote the library and reading through developing online resources and independent learning
* To organise a series of termly themed events to promote reading and the use of the library by staff and students and to evaluate the impact of the events
* To support the delivery of the library skills induction programme for Year 7 students, working alongside Reading teachers.
* To ensure that library displays are inspirational and motivate students to read
* To manage the induction, training and work of the student librarians
* To assist in the professional development of staff in relation to reading and use of the library in order to support every member of staff to be a teacher of reading

**Liaising with the Wider School Community**

* To liaise with subject departments and the wider school community to identify new stock to be purchased, ensuring that relevant and appropriate books and learning resources are available for staff and students
* To make links with local authors and organise author visits and book readings
* To contribute to the delivery of the meeting for parents/carers about the INA Academy Reading Policy in September of Year 7 offering guidance about how they can best support and encourage their child to develop the habit of reading and to participate in the Parent Literacy Support Evening.

**Monitoring and Evaluation**

* To maintain records of library data
* To produce half termly book borrowing reports for form tutors, English teachers and reading teachers via email and to present the findings at student assemblies.
* To produce a short annual report on use of the library by students and staff, including borrowing trends, to complement the Lead Teacher for Whole School Literacy and Reading’s analysis for student reading ages progress for Leadership Team and the Governor Body

**Resources**

* To effectively manage and deploy the Assistant Librarian
* To effectively manage the library budget in order to meet the aims of the INA Reading Policy and Academy Improvement Plan, maximise attainment and ensure value for money
* To ensure that risk assessments and health and safety checks are carried out in line with Academy policy
* To investigate and apply for additional sources of funding or donations to support Library development

**Other**

* To undertake training and development relevant to the post and in line with the Academy’s priorities
* Undertake any other professional duties as set down in the Ark Schools pay and conditions of service document, and as directed by the Principal.

**Person Specification: Librarian**

**Qualification criteria**

* Qualified to work in the UK
* Maths and English qualifications to grade C GCSE/O level or equivalent
* A Level English Literature (Desirable)
* Recognised professional qualification for librarianship or information management (Desirable)

**Experience**

* Experience of working with and motivating young people to engage with reading
* Experience of working in a school library/learning resource centre in a school or within an educational institution (Desirable)
* Experience of using libraries to support curriculum delivery and raising attainment for students of different ages (Desirable)

**Skills and Knowledge**

* An excellent knowledge of adult and children’s literature
* Ability to lead and manage a school library
* Excellent working knowledge of library classification systems and the ability to catalogue and display books in clear and coherent form
* Highly competent in the use of ICT management systems for libraries
* An understanding of the range of strategies that support reading development
* Excellent interpersonal and written and oral communication skills
* Ability to manage and disseminate information in a range of media

**Behaviours and Qualities**

* A strong belief in the transformational power of literature and reading
* Vision aligned with Ark’s and the Academy’s high aspirations and high expectations of self and others
* An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies
* The ability to create a united, committed and highly effective staff team
* An effective leadership and management style that encourages participation, innovation and develops colleagues‟ confidence
* The ability to work in close harmony with all staff
* The ability to follow instructions accurately, but make sound judgements and lead when required
* The ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively challenging and managing any underperformance
* The ability to develop the leadership skills of others as well as to learn from others
* The ability to enthuse and inspire others
* Excellent listening skills and ICT skills (word, excel, internet, email and MIS/Facility databases)
* Strong organisational and time-management skills and the ability to delegate appropriately
* Hard working, conscientious and accurate
* Adaptable, flexible and able to work with minimum supervision
* Approachable, calm and caring
* Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction
* A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
* The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
* A commitment to the safeguarding and welfare of all students
* An understanding of the importance of confidentiality and discretion
* The ability to develop positive relationships with all young people
* The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
* Confidence and self-motivation
* The ability to work well under pressure
* The ability to be decisive
* High levels of honesty and integrity
* A sense of humour and desire to have fun

**Other**

* This post is subject to an enhanced Criminal Records Bureau disclosure
* The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

Dear colleague,

Thank you for your interest in the post of Librarian at Isaac Newton Academy, an ARK School. I’m delighted to have this opportunity to introduce myself, to give some details about our school and to describe the kind of candidates we hope to appoint to the position.

Isaac Newton Academy opened in September 2012 in Ilford, East London, in brand new, purpose-built accommodation. The Academy has been carefully designed with ARK’s philosophy in mind and has facilities and resources to support a rich and diverse 21st century curriculum. It has an intake of 180 year 7 students each year. When full, in 2018, the secondary school will be 1,250 students (900 11 – 16 year olds and 350 sixth formers). In 2014 the primary phase of the Academy opened to 90 reception-aged pupils. This too will grow year on year, until full in 2020. The Academy benefits from joining a number of successful secondary schools in the diverse Redbridge community as well as being part of the ARK Schools network.

I feel both privileged and excited to have been appointed as Isaac Newton Academy’s Principal. This is my third Headship but without doubt my most exciting leadership opportunity. The chance to create a new and outstanding school from scratch, designing the curriculum, policies and procedures, structuring the school day and year and appointing the staff, is a rare and golden one.

**We are looking to appoint an experienced Librarian to join the Academy in September 2017. The post holder will oversee the school’s secondary and primary libraries and oversee the setting up of the sixth form library (the sixth form opens in September 2017). He/she will line manage the Assistant Librarian.**

First and foremost, we are looking for an individual who is committed to ARK’s six pillars (see attached information pack) and feels as passionately as we do about the school’s vision (outlined in the prospectus found on the Academy website). You will read that at Isaac Newton Academy we have extremely high expectations of ourselves and of each and every student. It is important that the post holder believes unswervingly that, regardless of background or prior attainment, every student entering the school has the potential to leave with a set of qualifications that will enable them to pursue their education at a top university. We have set ourselves very ambitious goals, and the post holder will play a central role in ensuring that Isaac Newton becomes a truly great school. They will require determination, resilience, optimism and creativity in order to ensure that effective and efficient systems are in place to support every student to achieve their target grades.

It is our vision that Isaac Newton Academy will be at the centre of the local community, with opportunities for the students’ parents, siblings and neighbours to attend classes and benefit from the amazing facilities. I am looking to appoint an individual who shares this desire to enrich the lives of residents of Ilford and make the school a true community school.

And what you can expect from me as your Principal? I will be committed to providing you with the environment, support and resources necessary to carry out your role to an outstanding level. I will prioritise your professional development needs. I will ensure that you receive supportive and developmental line management and coaching.

If what you have read about Isaac Newton Academy chimes with your personal educational philosophy, I very much hope that you will consider applying for the post. This is a key role in the Academy and a challenging yet highly rewarding opportunity.

If you would like to discuss the role or have any technical issues with the application form, please contact Gina Webb, HR Officer, on 020 8911 6666 or [g.webb@isaacnewtonacademy.org](mailto:g.webb@isaacnewtonacademy.org).

To apply please go to: <https://goo.gl/zt4JFp>. Please complete your application by **midday on Monday 26th June.**

Yours faithfully,



Rachel Macfarlane

**Principal**