



CANDIDATE INFORMATION BROCHURE



To inspire young people to make their best better



July 2017

Dear Candidate

Thank you for taking the time to apply for the Library Assistant at Maltings Academy.

Maltings Academy opened in September 2008 and is part of Academies Enterprise Trust, the largest nationwide, multi-academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up-to-date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Maltings Academy was graded as “Outstanding” by Ofsted in March 2015. “Students believe they can and will achieve and understand how to do so”. “They approach their learning with enthusiasm, confidence and determination”. Ofsted also said “students’ behaviour is excellent” and “teaching is highly effective”.

This is a great opportunity to work in an outstanding school.

Visits to the Academy are encouraged. To arrange a visit or for more information please contact Human Resources on 01376 512911 extension 1201 or hr@maltingsacademy.org

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team

Job description

Job Title:	Library Assistant
Department:	Library
Responsible to:	Library Manager, Linked member of Senior Leadership Team
Hours:	37 per week, term time + non-student days + 1 week holiday working

Job Purpose

To support the Library Manager, enabling students to access a broad range of learning resources, develop learning and information handling skills, and by promoting literacy, reading for pleasure and independent learning.

Main Duties

Library Provision

- 1.1. To issue and return books, maintaining records using the electronic library system.
- 1.2. To manage library stock including cataloguing and preparing new books; repairing damaged books; recovering overdue books.
- 1.3. To advise and support students and staff on reading materials; library procedures and information retrieval
- 1.4. To ensure the positive behaviour of students using the library, referring on any concerns to Library Manager or SLT Link Manager
- 1.5. To promote the use of IT as an integral part of the library's resources.
- 1.6. To ensure the library is an engaging environment for students including the use of effective displays.
- 1.7. To support the Library Manager with the Accelerated Reader (AR) scheme including:
 - supervising quizzing
 - assisting with preparation of assemblies
 - distributing data to tutors
 - producing videos/resources for assemblies
- 1.8. To source and order library resources appropriate to the learning needs of the age and ability range of students
- 1.9. To promote the library to staff, students and parents including attending academy events
- 1.10. To contribute to the Library Development Plan.
- 1.11. To supervise library volunteers where required.
- 1.12. To document and maintain all library processes (t-card system)

Social Media

2. 1 To post Maltings Academy information on Social Media as requested by Senior Leadership Team
2. 2 To liaise with the Reprographics & Digital Media Technician regarding photographs for social media.
2. 3 To liaise with the Librarian at New Rickstones Academy to ensure consistency across both academies social media

Health & Safety

- 3.1. To ensure a safe and healthy environment is maintained within the library, referring any areas of concern to line manager/Facilities Team
- 3.2. To be a nominated First Aider and Fire Marshall (training will be provided).

General

- 4.1 To attend required meetings and training sessions
- 4.2 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 4.3 To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of online health and safety training
- 4.4 To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- 4.5 To maintain confidentiality in all academy related matters
- 4.6 To undertake any other duties commensurate with the post, as directed by Line Manager

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Head of Academy.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

Criteria	Standard	Essential /Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> • Passion for reading • Excellent literacy and numeracy skills including Maths & English GCSE • Experience of working with young people • Experience of retrieving information using the Internet • Knowledge of Health & Safety • Excellent IT Skills including use of Social Media 	E
	<ul style="list-style-type: none"> • Knowledge of young people's literature • Experience of working in a library and using an electronic library management system • Experience of using Google apps (Mail/Drive/Calendar/Forms) 	D
2. Organisation & Planning	<ul style="list-style-type: none"> • Experience of planning and managing a busy workload and conflicting priorities to deadlines • Ability to plan work on a weekly basis 	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> • Experience of resolving problems independently • Ability to stay calm under pressure 	E
4. Communication	<ul style="list-style-type: none"> • Excellent communication skills with ability to use clear language to communicate information unambiguously • Ability to communicate enjoyment of reading to students 	E
5. People Skills & Customer Focus	<ul style="list-style-type: none"> • Ability to build and maintain effective relationships with children and adults and negotiate effectively • Ability to motivate and inspire students • Ability to work effectively as part of a team • Demonstrate a commitment to equality. • Ability to provide excellent customer service, both to internal and external customers 	E
6. Flexibility & Adaptability	<ul style="list-style-type: none"> • Willing to work flexibly to meet academy needs including working at both academy sites and attending out of hours academy events 	E
7. Safeguarding	<ul style="list-style-type: none"> • Understanding of safeguarding / child protection procedures 	E
8. Other	<ul style="list-style-type: none"> • Evidence of Right to Work in the UK • Requirement to use VDU 	E

Academies Enterprise Trust

Academies Enterprise Trust is a network of 66 schools

(Primary, Secondary and Special) across England.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help pupils achieve world class learning outcomes by developing world class teachers in a world class community.



Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for pupils.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.

Google Education

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education

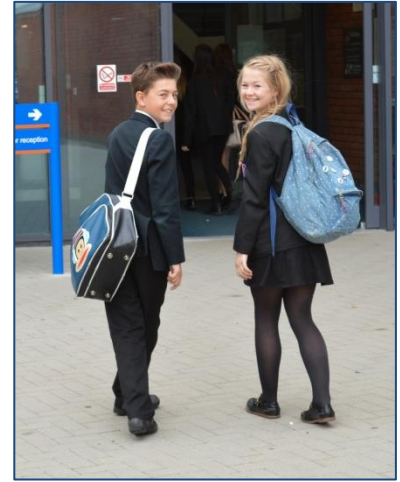


A New and Open World for Learning

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes



Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

Our commitment to training and personal development

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For further information about the Academies Enterprise Trust please visit our website www.academiesenterprisetrust.org or contact recruitment@academiesenterprisetrust.org to answer any questions you may have.



Academies Enterprise Trust - Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates and, where necessary, employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis of your individual staff record.