



Therefore,
choose

St Michael's Church of England High School A Church of England Academy

Growing in Body, Mind and Spirit

Librarian



Candidate Information

Letter from the Headteacher

Thank you for your interest in the position of Librarian currently being advertised at St Michael's CE High School, a Church of England Academy.

St Michael's is a special place to learn and work with a strong Christian identity. Our mission statement is:

*As a vibrant learning community
we choose to serve God
pursue excellence
and
celebrate the uniqueness of each individual*

We aim to achieve this mission through a Christian learning experience which focuses on opportunities for growth in body, mind and spirit:-

<i>Body</i>	Where the safety, happiness and wellbeing of pupils are paramount. Where every child matters and more crucially, know that they matter.
<i>Mind</i>	High expectations and aspirations in all areas of school life create a disciplined and ordered learning environment where creativity, passion and enthusiasm help to engender a life-long love of learning and secure excellent pupil outcomes.
<i>Spirit</i>	Where pupils are supported to find for themselves the person that God wants them to be and really experience the joy and hope of 'life in all its fullness'.

As a thriving, oversubscribed Church of England Academy within the Diocese of Blackburn, our values are rooted in the Christian faith. Serving God, pursuing excellence and celebrating the uniqueness of each individual are at the heart of our distinctive ethos as we strive to 'be the best that we can be'. We create and sustain our caring Christian community by encouraging positive supporting relationships based on Christian values and striking a genuine balance between the highest academic standards and opportunities for personal growth.

Worship is at the centre of our school life and is led by various staff, the Christian Youth Worker and/or pupils, with occasional support from local clergy or visitors. The school Chapel Choir (Hughes Tutorial) and Worship Band help to create a contemporary vibrant experience. Each day begins with a year group worship, assemblies and school prayers. In addition we hold Eucharist services in the school chapel throughout the year both at the

start of the day and at lunchtimes. These services are led by various members of the local clergy who are always willing to support the school.

The chapel in the magnificent Armstrong Centre is also used for staff prayers and reflections. We hope that the school's distinctive Christian ethos shines through in all aspects of our life and work here. We have numerous student leadership roles within school and an active charities committee. Each year group within school is linked to a particular charity.

All staff take responsibility for behaviour and wellbeing around school on a day to day basis and model the qualities and Christian values we believe are important for self- worth, respect, responsibility and stewardship.

We are a high achieving school that seeks to provide opportunities for all pupils to grow in body, mind and spirit. We are committed to the pursuit of academic excellence, with 87.5% of pupils achieving 5 or more standard passes (9-4) including English and Mathematics and 67.4% at grade 9-5 including English and Mathematics in 2023. (Attainment 8: 57.8 and Progress 8 0.50).

We want all at St Michael's to flourish and experience the hope and joy of life in all its fullness. We are confident that our pupils are provided with a rigorous and productive learning environment where they are both challenged and supported. We have talented, dedicated, caring and dynamic staff who are willing to develop innovative approaches to learning and teaching for our young people, provide outstanding care and guidance and support our distinctive Christian ethos. The support staff are an essential part of 'Team St Michael's' in helping to secure our vision and high expectations.

I hope the information provided on our website gives you a clear flavour of our ethos, of what to expect at St Michael's and also helps you to prepare for the application process.

I look forward to receiving your application.

Yours sincerely

Jayne Jenks

Mrs Jayne Jenks
Headteacher



Letter from the Governors



Thank you for requesting details for the post of Librarian at St Michael's Church of England High School.

Most of the information you will need is displayed on the school website. However, the governors are proud to emphasise the 'excellent' SIAMS inspection in November 2018, our super Ofsted report, November 2022 and our Holocaust Beacon School status. (These were achieved by a whole school community approach of teachers, support staff, pupils, parents, carers and governors working together.)

The strong academic, sport, and performing arts record is supported by the active Christian ethos apparent throughout the school; providing the opportunity for pupils to grow in body, mind and spirit. Staff focus on continually raising attainment, encouraged by inspiring, forward-thinking leadership and management.

The governors will expect the successful applicant to become a full and active member of 'Team St Michael's' and to support our distinctive Christian ethos.

Thank you for your interest and I look forward to hearing from you.

Yours sincerely

Mr C M Metcalfe
Chair of Governors



Head Girl and Head Boy Letter of Welcome

We appreciate your interest in the Librarian post at St Michael's Church of England High School. St Michael's is an excellent school with exceptionally high standards, allowing pupils to develop both academically, physically, spiritually and socially.

'Team St Michael's' is a significant phrase used within our school life. The 'team' encompasses parents, pupils, staff and governors, who all work closely together allowing pupils to, "be the best that they can be". This 'team' helps create a strong pupil teacher relationship which is necessary to create mutual respect and a sense of community. Exceptional examination results already demonstrate that this is in place.

Christianity is at the heart of all that happens at St Michael's. 'Growing in body, mind and spirit' is the school's philosophy and this can be seen throughout school. At St Michael's, pupils' faith in Christianity is developed and encouraged. Each year group has a weekly worship, tutorial worship and prayers every morning and Christian values are embedded within lessons, helping to produce a compassionate environment.

St Michael's Church of England High School really is a fantastic place to learn. Pupils experience engaging and productive lessons, which challenge and support us.

'Celebrating the uniqueness of each individual' is another key focus, which is already well integrated into school life. We hope the member of staff appointed will be passionate and enthusiastic and willing to go the extra mile to support us in all that we do.

Yours sincerely
Megan and Archie
(Head Boy and Head Girl 2023-24)



St Michael's is blessed to have a modern, bright and vibrant library which is well used by pupils throughout the school.

Librarian 20 hours per week

Required as soon as possible (term time only)

Grade 4: Points 4-6 - £23,114 – £23,893

Pro-rata 20 hours (Librarian) - £10,564 - £10,920

There is an opportunity to combine this role with another position and to work up to 37 hours per week:

If combined with an administrative support role Pro-rata 37 hours (Librarian and Administrative Support)- £19,544 - £20,209

If combined with a tutoring and phonics support role (qualified teacher only) then the additional hours and additional teaching salary would be agreed at the time of appointment. This would be between approximately 5 – 10 additional hours and these hours are temporary for a year in the first instance.

Please indicate on your application form and in your letter of application if you are applying for the Librarian post in conjunction with one of the above roles.

Applicants are asked to provide a fully completed application form and a supporting letter (no longer than 2 sides of A4 in length in Arial point 12) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the enclosed person specification).

Closing date for the receipt of completed applications: 9am Thursday 11 January 2024

Interviews: Wednesday 17 January 2024





Librarian- Person Specification/Selection Criteria

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

Person Specification

Section A Qualifications, Experience and Professional Development

Training and Qualifications		
5 GCSEs at C or above or equivalent, including Maths and English	E	A
Further professional qualifications, eg A level, BTEC or higher in relevant subjects*	D	A
A willingness to work towards a higher professional qualification	D	A/I
Evidence of Continuous Professional Development	D	A/I
First Aid qualification or willingness to complete this qualification	D	A/I
To have undertaken safeguarding training or have a willingness to do so	E	A/I
*A degree, teaching qualifications and relevant experience would be essential for any candidates wishing to be considered for the tutoring/ phonics support		

Professional Development and Experience

Good computer skills -confident (with training) in working with different software	E	A/I
Experience of MS Word, Excel, Outlook, internet use	E	A/I
General Office administration experience	D	A/I
Experience of working in a library or business with a similar skill set	D	A/I
School based office administration	D	A/I
Willingness and motivation to develop own skills	E	I

Section B Professional Knowledge, Skills and Understanding

Maintain and develop close relationships with and provide advice to staff, parents, governors and the community	E	A/I
Communicate effectively (both orally and in writing) with parents, carers, staff and pupils	E	A/I
Be able to work on own initiative with excellent organisational skills and adaptability	E	A/I
Work effectively within a busy school team	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Ability to be assertive yet lead with empathy and sensitivity	E	A/I
Resilient with excellent organisational and time management skills	E	A/I
Ability to utilise a variety of ICT systems	E	A/I
Ability to write effectively for a variety of different audiences	D	A/I
Ability to work flexibly and under pressure	E	A/I
Commitment to undertake in-service training	E	A/I

Ability to demonstrate a commitment to the Equal Opportunities policies in practical terms in the context of service delivery, employment issues and commitment to customer care practices	E	I
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Section C Personal Skills and Attributes

Fully supportive of the Christian ethos of the school	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Enhanced DBS Disclosure will be required	E	A/I
Ability to maintain confidentiality and discretion at all times.	E	A/I
Driving licence and car	D	A
Smart appearance in accordance with the school dress code	E	I

Section D: Confidential References and Reports

Positive and supportive faith reference from the priest/minister where the applicant regularly worships	D
Positive recommendation from all referees, including current employer	E

KEY

- E = Essential
- D = Desirable
- A = Application
- I = Interview
- R = References

The role and responsibilities may evolve over time in accordance with the grade of the post. As a vibrant and successful school there are many demands on time, so flexibility and the ability to work under pressure are essential skills for this post; although you will benefit from working alongside supportive colleagues in a well-established team.

This post may involve occasional work beyond school hours in support of school events/meetings such as Parent Consultation Evenings, Open Evening, School Improvement meetings, Pupil Manager meetings.



Librarian Job Description

Our mission statement:

*As a vibrant learning community we choose to
Serve God
Pursue Excellence
and
Celebrate the uniqueness of each individual*

We aim to achieve this mission by:

- providing a learning experience which enables our pupils to flourish and grow in body, mind and spirit
- providing a learning environment which is ordered and disciplined
- encouraging and recognising positive progress, attainment and behaviour both within and beyond the curriculum
- having high aspirations and high expectations from all, confident that everyone can experience success

Job Purpose

To be an effective member of the support staff, helping the pupils to grow in body, mind and spirit and flourish, supporting the vision and ethos of the school.

Key duties:

Librarian

- Help the library to be a vibrant, resource used effectively and appropriately by pupils throughout the school
- Oversee Library induction courses for Year 7 pupils
- Actively promote reading throughout the school in line with the School Improvement Plan
- Help with the organisation of key events to enhance our reading culture e.g. World Book Day, 16 by 16, encouraging authors to visit school
- Update and extract information from library systems and databases.
- Provide excellent library services to meet pupils needs.
- Provide general advice and guidance and assist staff and pupils in using library resources
- Assist with stock management and ordering of resources

Typical work could include:

- Managing the library at break, lunchtime and after school
- Helping pupils and staff to find information
- Helping to promote the library in an innovative and exciting way and discuss reading with pupils
- Helping to run activities for all pupils
- Helping to ensure that stock remains up to date, relevant and appropriate
- Supporting whole school events and priorities through promotion of library activities
- Managing the team of pupil librarians in line with the school Pupil Leadership protocols

Individuals in this role may also:

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

Business and Admin Support

- Provide general clerical and administrative support, including word processing, filing routine correspondence, reprographic, distributing mail etc.
- Maintaining and updating manual and computerised records
- Providing administration support for curriculum/ subject areas, which may include, maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, obtaining prices from occasional suppliers, distribution and storage of stock, updating learning schemes, typing up notes, producing classroom displays, wider curricular administration or any other admin task as required from time to time.
- Produce reprographic work and laminating for curriculum areas, as well as general admin support, including the creation of resources.
- Attending Pupil Voice meetings, administrative preparation in advance of the meeting and typing up notes and distributing accordingly.
- As part of the Support team, you may be asked to support the main office in undertaking reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with external visitors and pupils.
- Provide first aid support.
- Provide financial and business support which may include, maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock.

Tutoring and phonics

- Provide small-group English intervention for pupils in all year groups to support learning.
- Provide additional phonics tutoring for a small group of pupils.

General

- To uphold and support the distinctive Christian ethos of the school.
- To work as part of the wider team, providing support where required and as necessary throughout the school year, to meet the demands of the need of the school.
- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- Be involved in personal Continuing Professional Development and school wide training

Note: In addition, other duties at the same responsibility level may be interchanged with/added to this job description.



