

Learning Resource Manager Recruitment Pack



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Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 28 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 12 secondary schools and 2 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and

supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:

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|  Valuing People | Engaged, developed, supported, and consulted. |
|  High Quality Learning Environment | Experts who strive for continual development. Collaborative networks, trusted to deliver. |
|  Pursuit of Excellence | Set ambitious goals and model what success looks like. Eager to improve. |
|  Extending the Boundaries of Learning | Make connections, provide opportunities. Generous and sharing of knowledge and expertise. |
|  Achievement for all | Are accountable for the outcomes we contribute towards and strive for the very best. |

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

Friday 29th September 2023

Interviews:

W/C: 9th October 2023

Applying:

For any questions about the application process please contact:

Sarah Fielding

sfielding@meridiantrust.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

JOB DESCRIPTION AND PERSON SPECIFICATION

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| Job Title: | Resource Centre Manager / Librarian |
| JD Reference: | Meridian Trust 0029 |
| School/Academy: | Swavesey Village Academy |
| Weeks: | 39 Weeks |
| Hours of work: | 30 Hours |
| Salary: | Grade 7 Point 12 -19 |
| Responsible to: | KS3 English Lead |

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| Role: | To provide an effective Library service for the Academy |
| Purpose of the job: | To develop the provision of library services for students and staff including the financial management of the resources budget to provide an effective resource and information service. |

Responsibilities and Accountabilities:

- Develop the provision of library service for students and staff including the financial management of the resources budget to provide an effective resource and information service
- Responsibility for the acquisition and control of library materials and the development of the library as a learning resource centre
- Lead in promoting the development and importance of literacy skills by contributing to the planning, development, and delivery of whole School literacy and language programmes
- Responsibility for the administering and monitoring of Accelerated Reader
- Ensure that staff and students are aware of the services available and encourage maximum use of the library's resources
- Select and purchase library resources in all appropriate formats, in consultation with the various Heads of Department and teaching staff, utilising an appropriate range of suppliers
- Organise the cataloguing, and indexing of the library's resources and resources located elsewhere in the school, in all formats, as required. This should ensure that access to and retrieval of material and information is as efficient as possible
- Manage the day-to-day organisation of the library, including the supervision of routine clerical duties such as filing, shelving, issue, and recovery systems
- Promote a positive learning environment within the library.



- Deliver the library's contribution to national literacy strategies and encourage students to read widely
- Contribute to the School Improvement Plan, particularly concerning the development of information literacy, by preparing and leading the implementation of a School Library and Information Plan
- Recruit, advise, train, and motivate student librarians to enable students to receive the service they need
- Ensure that book stocks are carefully monitored
- Develop, in consultation with teaching staff, the provision of information services using appropriate technology to support the curriculum and individual information needs
- Provide information for teaching staff on matters of library support for the school curriculum
- Plan and deliver programmes for library induction for teaching & support staff and students and to develop, in conjunction with Heads of Department, strategies for developing student skills to use the library and information resources
- Undertake in-service training and other training as appropriate to ensure continuous professional development and remain up to date
- Act as a link between the school library and other information providers including other school libraries in the area and the School Library Service, having regard to Data Protection and Copyright legislation, to ensure that there is an effective network for the supply of materials to meet demands

Support for School/Academy/Place of work:

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

Data security:

- Act under legal provisions regulating confidentiality and security of data and information following GDPR

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare



- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal and professional development, and keep up to date with research and progression in school/academy/place of work efficiency, which can contribute to improvements in the everyday running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder’s professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022

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| Person Specification: Librarian | Assessment Key: A = Application Form I = Interview |
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| Education and Qualification | | Essential | Desirable | Assessment |
|-----------------------------|--|-----------|-----------|------------|
| 1 | Good educational background with GCSE or equivalent in the English Language | ✓ | | A |
| Experience | | Essential | Desirable | Assessment |
| 2 | Experience in working within a school environment | | ✓ | A/I |
| 3 | High level of administrative skills including use of Microsoft Word, Excel | ✓ | | A/I |
| 4 | Experience in library management systems | | ✓ | A/I |
| 5 | Understanding of budget management | | ✓ | A/I |
| Knowledge and understanding | | Essential | Desirable | Assessment |
| 6 | Understanding of the education system | ✓ | | A/I |
| 7 | Excellent communication skills | ✓ | | A/I |
| 8 | Understanding how children learn | ✓ | | A/I |
| 9 | Understanding of phonics, numeracy, and literacy development | ✓ | | I |
| 10 | Highly motivated outlook with the ability to enthuse students | ✓ | | I |
| 11 | Knowledge of the concept of confidentiality | ✓ | | I |
| 12 | Awareness of child protection issues | ✓ | | I |
| 13 | Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations | ✓ | | A/I |
| Skills and abilities | | Essential | Desirable | Assessment |





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| 14 | Skilled at making and sustaining positive relationships with children | ✓ | | I |
| 15 | Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners | ✓ | | I |
| 16 | Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure | ✓ | | I |
| 17 | Ability to use language and other communication skills that parents, pupils and staff members can understand and relate to | ✓ | | I |
| 18 | Able to work closely with the wider school community in the development of provision for pupils with SEND | ✓ | | I |
| 19 | Ability to contribute to team meetings and contribute ideas | ✓ | | I |
| Personal Qualities | | Essential | Desirable | Assessment |
| 20 | Willingness to undergo further training and development | ✓ | | I |
| 21 | Positive and enthusiastic approach toward work | ✓ | | I |
| 22 | Ability to act on own initiative | ✓ | | I |
| 23 | Kindness and empathy towards students and colleagues | ✓ | | I |
| 24 | Ability to work as part of a team effectively | | | I |
| Child Protection | | Essential | Desirable | Assessment |
| 25 | Support the Academy policies on safeguarding and child protection | ✓ | | A/I |

