



Librarian



Dear Candidate,

Thank you for your enquiry regarding the position of **Librarian** at Oasis Academy Enfield. We are part of Oasis Community Learning which runs over 50 academies across the UK. We need a support assistant to join the inclusion team and who can inspire and motivate students with special educational needs and disabilities.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website [www.oasisacademyenfield.org](http://www.oasisacademyenfield.org). We welcome visits to the Academy. For an informal, confidential discussion, or to arrange a visit please contact our HR Officer, on 01992 655 424 or [enfield.HR@oasisenfield.org](mailto:enfield.HR@oasisenfield.org)

If you would like to apply, please complete the Application Form (CVs are not accepted) and return it by either of the following ways:

Email: [enfield.HR@oasisenfield.org](mailto:enfield.HR@oasisenfield.org)

Post: HR Officer  
Oasis Academy Enfield  
9 Kinetic Crescent,  
Innova Park,  
Mollison Avenue,  
Enfield, EN3 7XH

The closing deadline for applications is no later than **8am on Thursday 16<sup>th</sup> January 2020**. Applications will be reviewed on an ongoing basis so early applications are encouraged.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Headteacher. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Tuesday 21<sup>st</sup> January 2020**. If you have not been invited to attend by **Monday 20<sup>th</sup> January 2020**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Lynne Dawes  
Executive Principal

# About Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 12 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 11 year history. In 2018, Ofsted confirmed that we continue to be a good academy.

*Academy leaders and staff share high expectations for all students*

*Students behave well, and treat each other and staff with respect*

*Safeguarding is a strength of the Academy, and staff are proactive at supporting the children to stay safe both in school and out*

*Students feel safe and happy in school. Parents support this view and are happy with the progress their children are making*


We provide students with high quality teaching, which not only enables them to make to the best possible progress and achieve the highest grades, but also equips them with the skills, behaviour and character, which will help them be successful and make a positive contribution to their community.

The Sixth Form works in partnership with Oasis Academy Hadley, just under two miles away. The joint Sixth Form offer enables us to offer a wide range of courses and the highest standard of teaching and enrichment activities. Students travel by minibus between the two academies. We want all our students to gain the qualifications that enable them to move onto college, work, apprenticeships or university. Around 95% of our sixth form students progress to university with two thirds going to Russell Group and other leading universities following a wide range of courses from English, History to engineering, psychology and law.

We are committed to providing staff with high quality professional development. Masterclasses run by experienced colleagues focusing on academy priorities are available to all teachers. We hold middle and senior leadership courses run by Institute of Education at UCL open to all staff who want to develop their skills in their current role or look towards the next step in their career.

The induction of new staff is important. We have a tailored programme for staff in training, which is tailored to meet their needs. All new staff have an experienced mentor who will meet with them and support them as they settle into the Academy. In addition, NQT are also have an Induction Tutor who is responsible for supporting them in successfully completing their Induction year.

As part of the Oasis family of academies we benefit from wide range of opportunities to network with colleagues across the region and nationally through a variety of joint training and professional development opportunities. National Lead Practitioners offer advice and guidance and share resources through concerns and visits to the academy. The annual regional conference brings all the staff across London and the South East together to network and share best practice from across the region.




The Academy mainly serves the ethnically and economically diverse local communities of Enfield Lock and Enfield Island Village. A number of students travel from Ponders End, Edmonton and further afield to the Academy. The intake is mixed, some students live in the private housing close to the academy and others come from some of the most deprived housing areas in the country. High numbers of students are eligible for pupil premium. There is a high proportion of students with English as an additional language (54%) with over 60 languages spoken. Turkish, Black Caribbean, Black African and White British are our biggest ethnic groups. Despite the challenges many of our students face in their day to day lives our students are ambitious and work hard, seeing education as the key to a successful future.

Oasis was established in 1985 and has grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK Oasis employs over 4000 staff as well as working with over 1000 volunteers. Oasis work in ten other countries around Europe, Africa, Asia and North America. Our academy is twinned with projects in Uganda and Kyrgyzstan.

Oasis Community Learning is an education trust established in 2004 with the express purpose of transforming lives and communities through the development of Oasis Academies. There are over 50 academies each with their own character and identity and as one organisation are committed to share effective practice across the group. As a leading academy sponsor Oasis is a growing organisation which is committed to improving the life chances of children, young people and the communities they live in.

The Oasis Hub Enfield supports the work of the Academy providing integrated, high quality services that benefit the whole person and the whole community. This is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners. Enfield Hub's work includes youth work, family support services, holiday activities, volunteering, community engagement, lettings as well as the Academy.

The Academy operates a totally inclusive admissions policy, accepting students irrespective of faith or ability. Our goal is to create an environment where students make very good progress, within an Academy, which values them as individuals.







## About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org)

# About The Library

Oasis Academy Enfield Library is based on the first floor of the Academy and provides an excellent working environment. We strive to ensure that students can work effectively, individually or in class in order to support their learning and the ethos of the Academy. We endeavour to support the curriculum at all levels from Year 7 to Sixth Form by providing up to date resources that aim to entice and engage students and staff in their development and maintain high quality teaching.

We have open access to all students and is used throughout the academy day including breaks and lunch times. We have a large book stock, both fiction, non-fiction and a careers section. In addition, we have computers in our IT suite with excellent internet access and black and white and colour printer.

Classes are held in the Library for all year groups and we provide resources for a range of courses in year 7 and 8. It is also an ideal environment for use by teachers working with small groups such as English as an Additional Language of which resources are available.

Encouraging and promoting reading for pleasure is a major focus area for the whole academy and we are passionate about books and reading. The Library takes a major role in reading promotions by organising competitions, displays and working in conjunction with the English Department for Book Week, World Book Day and other events.

The library is open from 7.30 and closing at 18.00 Monday to Thursday and 17.30 Friday. The Librarian is supported by a Library Assistant in opening the Library during the times.



# Job Description

## **POST:**

Librarian

## **ACCOUNTABLE TO:**

The Associate Principal, under the day-to-day management and leadership of an Assistant Principal

## **GRADE:**

Scale 6, Points 17-21  
Outer London (£23,304 - £25,030 per annum pro rata) plus Local Government Pension Scheme

## **KEY RELATIONSHIPS:**

Academy Leadership Team; relevant teaching and support staff; students; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.

## **LOCATION:**

Oasis Academy Enfield

## **WORKING PATTERN:**

37 hours x 40 weeks  
(term time plus 5 days)

## **Job Purpose:**

To ensure the smooth operation of the Library including extended opening hours. In addition is responsible for the development of the provision in consultation with key members of the teaching staff.

## **Responsibilities:**

1. To be responsible for the day to day operation of the Learning Resources Centre and facilitate extended opening.
2. To manage and develop the Learning Resources Centre to meet the needs of the curriculum
3. To promote and safeguard the welfare of children you teach or come into contact with.

## **Duties**

### **1. Strategic Development and Academy Development**

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Raise student achievement by developing outstanding Learning Resource Centre provision in liaison with class teachers.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

### **2. Key Tasks**

- Manage the day to day operation of the Library.
- Deal with enquires from users.
- Run introductory sessions for students and staff as required.
- Guide and assist students and staff in the selection of resources to undertake specific work and help in making effective use of identified resources
- Advise students and staff on the choices of literature and materials for leisure needs, compiling book lists where required.
- Assist students and staff on the use of new resources including ICT within the Library.
- Provide information to teachers on resources available in relevant learning areas and assist in selection of resources for specific activities.

- Ensure the Library is maintained to a high standard to provide an attractive working environment for all users.
- Ensure the maintenance of good order in the Library.
- Classify and catalogue all Library resources using the Library management information system organising resources so that they are easy for users to find.
- Carry out general counter duties in the Library including the issue, renewals and return of stock.
- Register new members on the Library management information system
- Process reservations, check overdue notices for overdue items and carry out shelf checks as required.
- Process stock for the shelves, carry out routine maintenance including minor repairs and jacketing.
- Plan and oversee the organisation and management of the Library including the financial management of the Library budget
- Select and acquire book and non-book resources to meet the needs of all students within the academy ensuring that resources cover the full ability range and reflect the diversity of the Academy community.
- Line manage the Library Assistant.
- Train and supervisor Student Librarians.
- Keeping up to date with new publications and stock
- Promoting the Library services through displays, talks and special events within the Academy.

### **3. Student Well-Being**

- Assist in the physical management of individual students.
- Work with individual and groups of students to encourage them to achieve greater independence and self-confidence.
- Help with escorting students on educational visits and participate in extra-curricular activities as required.
- Develop positive partnerships with parents and carers.

### **4. General**

- Attend training including the Academy's Training Days.
- Attend team meetings
- Carry out routine administrative tasks
- Participate in the Academy's Performance Management process

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



# Librarian - Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and maths at A*-C or level 2 equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree or Certified Affiliate of Chartered Institute of Library and Information (CILIP)</li> </ul>
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Good ICT Skills including word processing</li> <li>Good communication skills</li> <li>Good organisational skills, ability to show initiative and to pay close attention to detail</li> <li>Commitment to ensuring access to the curriculum for all students</li> <li>Ability to motivate and encourage children to meet their targets for learning</li> <li>Knowledge of behaviour management strategies and an ability to maintain good discipline</li> <li>Understanding of the practical application of Equal Opportunities in an Academy context</li> <li>Ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to motivate students</li> <li>Good communication skills</li> <li>Ability to lead and work as part of a team</li> <li>Ability to be a reflective practitioner</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>Emotional resilience in working in a range challenging situations</li> <li>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> </ul>	

## **Explanatory Notes**

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### ***For teaching posts***

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.