



The
**Bulmershe
School**
INSPIRING POTENTIAL.
ACHIEVING TOGETHER.



VACANCY INFORMATION PACK

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The Bulmershe School is a heavily oversubscribed school which sits at the heart of the Woodley community. We are a mixed, [Corvus Learning Trust](#) Academy school of nearly 1,500 students, aged between 11 and 18, who come from diverse backgrounds and cultures. Our vibrant and inclusive school strives for students to be happy, self-confident and aspirational learners and thinkers. We take enormous pride in our caring reputation and anyone who joins our team should be committed to achieving high levels of responsibility, mutual respect and resilience within the safe and nurturing environment of our school community.

When a child begins their journey with us it is our priority to secure them the best possible start. We achieve this by providing excellence in their academic studies, pastoral care and in the diverse and enriching opportunities provided outside the classroom. We have the highest expectations of all our students across each aspect of school life and we work hard to develop these values in every student:

RESPECT



RESPONSIBILITY



RESILIENCE



SAFETY

Our core values are embedded throughout school life and serve as a reminder to how we expect all of our community, staff and students to conduct themselves throughout their time at The Bulmershe School, in order to be the best version of themselves.

We understand that it is great teachers combined with great support staff that results in students who excel. Our invaluable team of support staff are equally responsible for the welfare and development of our learners and hold the key to the effective running of our school. They provide a wealth of knowledge, skills and experience that benefits the whole school community.

We recognise that a school's success is not based solely on its academic achievements and we provide a means for our students and staff to explore other interests, develop new skills and strengthen friendships. During the last 6 years, we have seen significant investment in the school campus. In 2015 the school opened its new 400 seat, fully-equipped auditorium, supporting the schools thriving performing arts faculty and the wider community with this modern multi-use venue. Last summer the school completed £600,000 worth of refurbishment around the site and recently Wokingham Borough Council opened its £14 million leisure centre in the school campus. The new leisure centre includes a 4-court sports hall, a 6-lane swimming pool and a teaching pool with a moveable floor. The Bulmershe School has exclusive use of this outstanding facility during the school day and during our after-school extra-curriculum timetable.

We believe that The Bulmershe is a school where you can really make a difference and we look forward to your application.

Amanda Woodfin
Headteacher





KEY INFORMATION

Full time, permanent, term time only)

Salary: UQT Scale: £20,598 - £32,134 (dependant on experience)

To Start: September 2024

CURRENT OPPORTUNITY: LIBRARY MANAGER

We are looking to appoint an enthusiastic and passionate Library Manager to join our busy and friendly school. The Library Manager will be expected to take a highly creative and active role in the management, development and promotion of the wide range of services provided by the school library in addition to the day-to-day administration. They will be the driving force of the school's reading for pleasure culture, creating a highly inspirational and vibrant learning environment that reflects the school's community. They will also plan and run events throughout the school year which promotes and inspires reading for pleasure. They will work closely with teachers from all faculties to ensure the Library contributes effectively to the delivery of the curriculum and supports students to develop skills necessary to make effective use of resources to aid their independent learning.

This role comes on an Unqualified Teacher [UQT] pay scale and candidates must be confident designing and delivering lessons to KS3 students to promote reading for pleasure, as well as lessons on digital literacy skills and staying safe online. They will work alongside SLT and HODs to support the school's literacy programme.

The Library will be required to keep abreast of new developments in the provision of a school library resource service and developments in the use of ICT. They will also be required to manage the Library budget/resources effectively and have a high degree of organisational skills.

Strategic direction and development:

- To have overall responsibility for the management of the Library.
- To assist in implementing and maintaining a policy for the management and use of the library as a resource which supports learning and teaching in the school.
- To manage, develop and organise the Library to ensure access to an effective learning resource and information service which supports learning and teaching.
- To contribute to the relevant sections of the whole school improvement plan through membership of appropriate groups or meetings.

Pastoral Care:

- To be responsible for the supervision and management of the behaviour of students and to have responsibility for student health and safety in the Library.
- To be committed to safeguarding.
- To work alongside Oasis / Signal and the Mental Health Coordinator to ensure a diverse and inclusive book collection, to promote diversity and inclusivity and ensure student access to resources that support well-being within the Library and throughout the school.



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Teaching and Learning:

- In accordance with agreed guidelines, manage and organise resources, facilities and services provided to allow flexible access and support for curricular and extracurricular activities, supervised study, independent and recreational use.
- Collaborate with individuals and departments to develop and evaluate subject specific teaching and learning resources both within the Library and across the school, including the creation and monitoring of subject specific reading lists.
- To work under the instruction/guidance of teaching/leadership team, to develop, promote and support intervention work in literacy across the school including literacy skills for information, reading for pleasure, and support guided reading recovery sessions at both Key Stages to improve reading age and speed.
- Support the reading test process
- To monitor students' reading activity and habits to accurately record achievement / rewards according to agreed procedures.
- Plan and deliver all new and existing reading for pleasure initiatives across the whole school e.g. Author events, book fairs, Summer Library Festival, World Book Day and other awareness days/weeks throughout the calendar.
- To provide Library Induction lessons to year 7s and to year 12s so that students are given the foundations for effective study skills.
- To promote the use of the library to the school community; this will include ensuring a high standard of vibrant display and promotional material is available which inspires our learners.
- To encourage the active participation of teachers and students in accessing all the facilities and resources available through the school Library, including project work with Head of Faculties and Head of Year whenever possible.
- To design and deliver lessons on Digital Literacy and safety on line in support of the PD programme and in collaboration with the Humanities faculty.
- To support the delivery of Drop Everything and Listen (DEAL) as part of the PD programme, and in support of the school's literacy policy, managing the loaning of audiobooks on ePlatform and selecting titles in line with the school's curriculum themes.



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Operational and Management of resources:

- Prepare an annual improvement plan in line with the school improvement plan.
- To act as responsible budget holder for the effective budgetary planning and management of Library resources including assisting with the preparation and presenting of successful bids for budget funding to take forward development of the library.
- To create an inspirational, welcoming and 'user friendly' learning environment at all times of the working day in the school library.
- To select, acquire, purchase, organise, advise on and promote learning resources in all formats which support the curriculum and learning and teaching in consultation with school management and other teaching staff.
- To catalogue and classify learning resources in the library and develop and maintain accurate and reliable catalogue and lending systems using the Oliver Library Management System.
- Train student librarians to help manage the library space, including the allocation and supervision of clearly defined duties and opportunities to learn new skills.
- To open the Library all day, including before school, break-time, lunch-time and after school.
- To monitor educational materials for use in school in order to identify examples of racial discrimination and other inappropriate material.
- To develop and maintain links with external agencies and sources to maximise the use of appropriate materials and information for the library resource centre, including Wokingham Library Service, the National Literacy Trust, museums, local colleges, community learning services and other local authorities.
- To offer volunteering opportunities to students completing their Bronze and Silver Duke of Edinburgh (DofE) within the school. To complete assessor's reports for students who have completed their volunteering time.
- To manage and organise resources, facilities and services provided by the library to allow flexible access and support for curricular activities, study support, independent and recreational use.
- To monitor and evaluate the effectiveness of the service provided by the library and implement changes where necessary.
- To contribute to the development and promotion of the use of relevant ICT applications to support learning and teaching in the library, email and internet and keep abreast of ICT initiatives which have impact on the delivery of the library service.
- To manage the Oliver Library Management System in the school library – loaning student books in and out, running reports on overdue books and assisting the English faculty with bringing classes across.
- Research and purchase new texts to keep the library current and reading material exciting.



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LIBRARY MANAGER

Responsibilities:

Daily:

1. To ensure that the Library is all operational, tidy with all fiction, non-fiction and reference sequences in order and that all returned books are shelved.
2. To manage a booking system for the collection of chrome books for use in the Library and in lessons across the school.
2. To supervise the loan and return of materials to staff and students.
3. To keep daily records of use, e.g. issues, damage, queries and student usage during the day.
4. To check the receipt of newspapers, periodicals, etc.
5. To assist staff and students in their use of the Library during break-times, lunch-times, before and after school and during lessons times when required.
6. To keep a record of use / attendance before and after school using the clubs register.

Weekly:

1. To maintain cumulative records of library stock and issues and send out overdue notices.
2. To maintain the physical appearance of the library stock, e.g. spine labels, date labels and dust jackets, remove outdated notices.
3. To run extra-curricular clubs which support reading for pleasure and STEM subjects, such as Lego club and Book club

Monthly:

1. To liaise with the necessary members of staff to organise the next steps of literacy intervention.
2. To arrange monthly displays, relating to fiction and non-fiction materials.
3. To order new library stock.
4. To project plan library and literacy events.

As required:

1. To process new library stock, withdraw stock which is of no further use and note general stock gaps
2. To produce lists of new books by subject area for staff.
3. To act as an information source for staff by liaison with School Libraries' Service.
4. To produce an annual report to Governors on the library role in supporting teaching and learning.
5. To participate in primary/secondary school liaison initiatives including the development of transition sessions in the summer term with Year 5 and Year 6 pupils from local primary schools.
6. To take responsibility for personal and professional development in keeping up to date with new facilities and technologies relevant to the library.
7. Any other duties commensurate with the post as directed by the Headteacher



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The Ideal Candidate would

- have experience in a school environment
- have experience of working with young people
- have excellent communication skills and good written communication


Person Specification

- GCSE or equivalent in English and Maths
- A flexible approach to work
- Sense of responsibility and integrity
- Be able to work independently, but also as part of a team
- A positive attitude, patience, resilience and determination to help our students
- Tact and diplomacy

How to Apply

1. If you'd like to find out more about role and the school – call: 0118 935 3353 to arrange to meet us for coffee and a chat
2. Ready to apply? Please complete our application form (CVs will not be accepted)
3. Email your application to the Assistant School Business Manager, Mrs Bagley-Kelly:
vbagley@bulmershe.wokingham.sch.uk

The Bulmershe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references. Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.



The Bulmershe School is committed to the individual and making sure their potential is reached.

Parent

WHY JOIN THE BULMERSHE SCHOOL?

Community

- A supportive staff body
- Caring and nurturing environment
- A place where you can really make a difference
- Goals football centre and recently redeveloped fitness centre on campus – The Bulmershe Leisure centre next door offers gym, fitness classes and swimming pool open from 6am (PAYG or subscription)
- Short walk away from Woodley town centre and shops
- Workplace pension with employer contributions and free life insurance
- Access to financial advice and support

Leadership

- Supportive and knowledgeable governing body
- Visible and available leadership team
- Coaching culture and collaborative working
- A clearly communicated whole-school vision

Development

- Commitment to grow and develop all staff
- A culture based on the best evidence-informed development, to help you be the best you can be
- Networks and learning opportunities with other schools
- Encouragement to pursue your own development interests

Challenge

- A diverse student body with individual needs
- Rewarding working environment
- Commitment to our core values which should be modelled by all staff



SUBSIDISED CANTEEN

Hot main meals and quick snacks, sandwiches and a salad bar available each day, or order an evening meal using the popular takeaway service



FREE FLU VACCINATION

Free flu jabs administered annually on site



EYE CARE

Cost of eye tests and glasses fully refunded if results indicate prescription is required for display screen equipment use while at work



FREE PARKING

Free, on site parking in a secure car park

A clear vision and sense of purpose ... school leaders track the progress of students carefully to ensure they meet challenging targets

Parent

Our experience of the staff is that they deeply care and go the extra mile for students in their care. I am so pleased my daughter will be following in my son's footsteps and joining The Bulmershe School this September

Parent



WHEN YOU JOIN OUR TEAM:

We have a strong and committed team who work closely with students to develop their interests and achieve their potential. We strongly believe in achieving together and encourage all of our parents to maintain regular contact with the school so that everyone shares the same aim. If you join our Bulmershe staff body you will find we work very much as a team and discover that our ethos of supporting each other comes naturally.

Outside of school, our active Staff Wellness team will cater for your social needs with regular activities and get togethers to ensure everyone feels welcomed and cared for. Ultimately, we believe that when our staff feel supported, trained and included they will be at their most engaged and productive. And that excellence within our support staff teams will lead to happy support staff, happy and motivated teachers and happy children and young people

We hope that this is an environment that appeals to you and we look forward to receiving your application to join our team.



STAFF WELLBEING

Mental Health First Aiders
Regular staff events
Free hot meals for INSET and
parents' evening
Active Staff Voice



ON-HAND SUPPORT

Access to our 24 hour Employee Assistance Programme hotline for confidential advice and support on any subject



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