

Librarian and EAL Lead

Caister Academy

April 2024



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Dear Colleague,

Thank you for your interest in the role of Librarian and EAL Lead at Caister Academy.

This is an exciting opportunity for a dynamic and inspiring colleague to join Caister Academy. The successful candidate will Lead the Caister Academy Library, ensuring high quality provision, access, and experiences for all stakeholders. They will take a lead in supporting English as an Additional Language students, offering guidance, coaching, and training to all staff on multicultural inclusion.

They will embody our core values of Ambition, Opportunity, Character, and Community They will be working within a school where staff development is prioritised. As such, this role could be particularly suited to someone with future aspirations to become a teacher.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister-on-sea, just 20 miles from the vibrant and historical city of Norwich. Caister Academy's 2024 Ofsted report praises the school 'Good' in all categories, notably capturing that "Pupils know how to behave, and they do so well". The report also states that the "Classrooms are quiet spaces which are highly conducive to learning".

Caister Academy is well regarded for excellence in performing arts and English, with aspirations to lead nationally in all areas. As part of Creative Education Trust, we work in collaboration with other local Academies, and receive development opportunities and support from Creative Education at a national level.

We are looking for a colleague who:

- Has a **passion** for education and a special gift of communicating that passion.
- Is innovative, self-motivating and able to **inspire** others.
- Has the ability to support the teaching of **outstanding** lessons across the age and ability range.
- Has the **highest expectation** for the attainment of all young people.
- Enjoys working as part of a team to ensure the **success** of our community.
- Is driven to relentlessly **remove barriers** to students' success.

In return Caister Academy will offer you:

- A **thriving**, innovative learning community, committed to excellence.
- A **supportive**, welcoming community of professionals.
- Extensive **development** and **collaboration opportunities**, through the Creative Education network.

For further details or an informal discussion about the role with Michelle Mason, Head of Technology, please contact Ruth Woods, Human Resources & Business Support Officer, on ruth.woods@caisteracademy.org.uk

For more information on Creative Education Trust visit www.creativeeducationtrust.org.uk.

For more information on Caister Academy visit www.caisteracademy.org.uk

I look forward to receiving your application.

Yours faithfully,

Helen Seath

Headteacher

Closing date: Friday 1 March 2024 however, we may hold interviews as soon as we have received enough applications from suitably qualified applicants. If a successful appointment is not made, then we will repeat the process. Please do not hesitate to contact Ruth Woods if you would like an update on your application and details of a potential interview date.

Interview date: w/c Monday 4 March 2024.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people. Shortlisted candidates will be required to undertake relevant safeguarding checks which will include checks of social media accounts.

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience, and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience, and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CAISTER ACADEMY

Caister Academy is an 11-16 co-educational day school, specialising in Literature and the performing arts. We offer a rigorous, traditional curriculum; supplemented by a broad choice from the arts, technology, and sport; all personalised to the strengths of individual students.

Located half an hour from Norwich, on the beautiful Norfolk coast in the picturesque village of Caister-on-Sea, we have excellent access to the famous Norfolk Broads local seaside towns, and picture postcard views of the sea. We are proud to serve at the heart of our community, and through our core values of ambition, opportunity, character, and community, seek to do so in all that we do.

In March 2015, we joined the Creative Education Trust. This provides us with immediate access to a national network of support, whilst retaining the autonomy to make the decisions that are best for our students. We work closely with other local Creative Education Trust schools, and as a family, have the resources and support to find and develop the potential of every individual.

We are fortunate to have excellent facilities in many areas, but through the Creative Education Trust, we are currently engaged with Walters & Cohen Architects to develop and deliver a five-year site development and refurbishment plan which will completely modernise all areas of our provision.

Our on-site facilities include:

- Sports fields and multi-purpose sports hall;
- Multi-Use Games Area marked up for netball and football;
- A Drama studio;
- Lecture Theatre with sound system and projector;
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;



'Leaders' high expectations permeate pupils' daily experiences' 'Leaders and staff have consistently high expectations of pupils' behaviour. Classrooms are quiet spaces which are highly conducive to learning.' 'Pupils benefit from a well-considered personal, social and health education (PSHE) curriculum. They are taught to respect others. They know it is fine to be yourself. They learn to keep themselves safe. They are, and feel, safe from bullying.'

OFSTED 2024

You can find out more at:

www.creativeeducationtrust.org.uk

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools, benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.



You can find out more at:
www.creativeeducationtrust.org.uk

Librarian and EAL Lead

Job Description and Person Specification

LOCATION

Caister Academy, Caister-on-Sea, Gt Yarmouth

SALARY

Scale E, Points 7 – 11

£21,065 to £22,526 Actual (£24,294 to £25.979 FTE)

37.5hrs per week, 8am to 4pm

Term time + 1 week, total 39 weeks per year.

Effective Date

February 2024

Review Date

February 2025

CORE PURPOSE

Lead the Caister Academy Library, ensuring high quality provision, access, and experiences for all stakeholders.

Lead interventions and learning activities associated with the library. Take a lead in supporting English as an

Additional Language students, offering guidance, coaching, and training to all staff on multicultural inclusion.

ORGANISATIONAL RELATIONSHIPS

Report to SLT Link responsible for Literacy.

Liaise with the Literacy Coordinator to ensure that the library is compliant in supporting and promoting reading for pleasure.

Liaise with the literacy interventions hub to ensure rapid student progress.

KEY RESPONSIBILITIES

Leadership:

- Lead and promote the Caister Academy Library so that it is viewed as a hub of knowledge, research, development, support, and literary experiences within the community.
- Work with the SLT link responsible for Literacy and the Literacy coordinator to identify, record, and monitor the progress of students requiring literacy interventions.
- Organise the library in such a way that it is accessible, systematic and functions almost independently with minimum administrative burden.
- Organise and run events that either enrich students' lives, or provide a service to the community, in line with the Academy's values of Ambition, Opportunity, Character, and Community.
- Plan and deliver structured learning activities in 1:1 and small group settings, adjusting and scaffolding activities according to student responses, whilst promoting independence and rapid progress. These will include but not be limited to, reading clubs, literacy interventions, English as an Additional Language support.
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.

You can find out more at:

www.creativeeducationtrust.org.uk

- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to the professional position,
 - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - showing tolerance of and respect for the rights of others,
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
 - Maintain high standards of personal attendance, presentation, and punctuality.

Responsibilities:

- Ensure the library is well stocked with relevant books and educational resources.
- Operate the library as a study and research space before school, at breaks and lunches, and after school.
- Establish and maintain links with external stakeholders who will enrich student experiences, for example authors, publishers, parent readers.
- Be open to having a specific EAL form group for students with very low English reading age and Oracy.
- Deliver specific intervention programmes in line with the Academy's provision map.
- Lead on the tracking and analysis of SparxReader to promote reading for pleasure.
- Support teachers in creating and maintaining a purposeful, orderly, and supportive learning environment, promoting inclusion whilst encouraging independence and constructive relationships within library lessons.
- Prepare, maintain, and use equipment/resources required to meet relevant learning activities and assist students in their use, including supporting the use of IT in learning activities and developing students' competence and independence in its use.
- Meet with students and parents to establish and improve communication with vulnerable groups when required.
- Act as a source of support and expertise for staff within the school for the purpose and use of the library and the literacy needs of specific students.
- Provide opportunities for student leadership within the library and literacy support settings.
- Model welcoming, sensitive, and constructive communication, with all stakeholders at all times.
- Represent the Academy at after school events and evenings relevant to the role, as per the Academy calendar.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students, adhering to the school's Child Protection Policy and SEND Code of Practice at all times.
- Consider and care for the health and safety of themselves, colleagues, and students.
- Recognise, reward, praise and promote student success wherever possible.
- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example, behaviour, mobile phones, uniform etc.
- Treat information about students and staff with due sensitivity. Always adhere to general data protection regulations. Respect confidentiality where appropriate.

You can find out more at:

www.creativeeducationtrust.org.uk

- Participate fully in Academy life through involvement in clubs and trips wherever reasonably possible.
- Deliver weekly electives.

Variation:

- Undertake other duties:
 - commensurate to the post holder's abilities, position and grade, as requested by the Principal or line manager,
 - of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

I have read this job description and fully understand all my job duties and responsibilities. I understand that these may be subject to change due to the needs of the academy and that any changes will be done through consultation with me.

Signed

(employee):

Print Name:

Date

Signed

(Manager):

Print Name:

Date:

You can find out more at:

www.creativeeducationtrust.org.uk

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills/GCSE including grade C or equivalent in English and Mathematics. 	<ul style="list-style-type: none"> • Evidence of continuing professional development. • Basic First Aid at Work Certificate or willingness to be trained. • Relevant course to support learning e.g., L2 Teaching Assistant.
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience working in an educational environment. • Previous educational experience working with students in a supportive role. • Proven experience in behaviour management and working with students with English as an Additional Language. • Ability to work in a team, collaboratively with other staff, as well as under own direction. • Experience of supporting departments with administration tasks. 	<ul style="list-style-type: none"> • Experience delivering to a curriculum/syllabus. • Working knowledge and skills of ICT to support learning for example GO4Schools management systems (although full training will be given). • To have experience in after school clubs. • To have experience in Read, Write, Inc / Phonics training and /or LEXIA.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations. • An understanding that this post holder represents the Principal and as such, the school in the wider community. • Ability to use initiative and apply sound decision- making skills whilst understanding that some matters need to be referred to others. 	<ul style="list-style-type: none"> • Knowledge of the needs of SEN students in academic surroundings. • Understanding of the SEND Code of Practice.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • High expectations of self and others. • Resilience and motivation to manage day-to-day challenges. • Calm under pressure. • Accepts accountability and takes personal responsibility for their own actions. • Ability to build effective relationships with students and staff. • Ability to relate to different ages and abilities. • Strong interpersonal, written and oral communication skills. • Flexible and adaptable to work with various classes on a short-term basis. • Able to reflect on practice/actions and provide feedback. 	<ul style="list-style-type: none"> • Ability to work flexibly outside normal hours if necessary. • Willingness to seek out and attend training to support EAL students.
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A knowledge of the safeguarding responsibilities of adults working within a school environment. 	

You can find out more at:

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