



# KINGSBURY HIGH SCHOOL

## *Spectemur Agendo*



## LEARNING RESOURCE CENTRE OFFICER

### Candidate Information Pack

**MARCH 2025**

# Introduction

KHS is a large and successful 11-18 split site school with a vibrant learning environment and a strong community ethos. Students and staff recently celebrated the release of a glowing inspection report (February 2024) which praises the school for its, “vibrant, inclusive culture”. The report reflects the school’s noticeable development over the last few years, with particular emphasis on high expectations, the strength of relationships between pupils and staff and the exceptional educational experience offered in Sixth Form.



Alex Thomas, **Headteacher**

Kingsbury High School has a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by our motto, *Spectemur Agendo*. It dates back to the founding of our predecessor school, the Kingsbury County, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to follow the Kingsbury Way: to respect themselves, others and the environment. In November 2022 the school achieved ‘Gold’ status on the UN Rights Respecting School Award reflecting our commitment to children and young people.

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life. Students know our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. Our key values are: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.

Our website: <https://www.kingsburyhigh.org.uk/>

Our X/Twitter feed: @kingsburyhigh.



# About Kingsbury High School

Kingsbury High School is located in Brent, one of the most diverse boroughs in England and Wales. It is surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. There is an upper and lower school; staff and some classes commute between them throughout the day. We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and The Village (special) school.

Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students. At KHS there are higher proportions of students than nationally: with English as an additional language (72%); living in socially deprived households; and disadvantaged (Year 7 -11: 27% eligible for the pupil premium, January 2024). The majority of the roll is minority ethnic although there are no groups significantly more represented than others. Boys are in the majority in all year groups. The proportion of families that identify as having a religious faith is significant with over 40% Muslim. Kingsbury has a stable roll of around 360 sixth formers and the majority of its intake is from minority ethnic groups and a significant proportion is LAC/FSM.



Student attainment on entry is below average for all year groups and the Sixth Form. The proportion on the SEN register is relatively low however there are a significant number of ECHPs. Over the last 18 months there has been a significant increase in numbers open to social care.

KHS has an Alternative Resourced Provision (ARP) for students with hearing impairment (currently 3 students) and a developing onsite alternative provision: Article 28. Part of the Lower School site is shared with a local special provision, The Village School.

A high value is placed at the school on ethos and values and Kingsbury High School is a UNICEF Rights Respecting School: Gold (November 2022).

## Student Outcomes

Our students gain excellent examination results at 16 years and across the Sixth Form. The percentage of students achieving English and mathematics is above national (for grade 4+ and 5+) and Attainment 8 is above the national average. Progress 8 for 2023 was +0.48 (84th percentile) and disadvantaged students' P8 was +0.14 (with a narrowed attainment gap compared to 2019).

The A-level ALPs grade has been 1-3 for the last six years and in 2023, 33% of grades were A\*-A and 66% A\*-B (both above the national average). Our APS was in the top 10% of schools and %AAB in top 5%. For vocational courses, ALPs is grade 4 and 88% of students achieved a Distinction/Distinction\* (an increase on 70% in 2022), with 57% gaining a Distinction (APS top 11% schools). Progression to university (including to Oxbridge and medicine) is very strong.

# Our Ethos and Values: *The Kingsbury Way*



Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

| Aspiration   | Integrity   | Respect  | Responsibility   | Resilience  |
|--|---|--|--|---|
| <p><i>Being optimistic about the future.</i></p> <p><i>Being ambitious in everything we do.</i></p> <p><i>Being unwavering in our expectation that all can succeed and meet their potential.</i></p> | <p><i>Being honest about our strengths and weaknesses.</i></p> <p><i>Being open about decisions and doing what we say we will do.</i></p> <p><i>Being prepared to apologise if we get things wrong.</i></p> | <p><i>Being considerate of the views of, and our impact on, different groups and the community.</i></p> <p><i>Being proud about what makes each one of us different.</i></p> | <p><i>Being accountable for our actions.</i></p> <p><i>Being clear about what we expect.</i></p> <p><i>Being aware of our impact on the environment.</i></p> | <p><i>Being explicit in developing physical and emotional wellbeing.</i></p> <p><i>Being prepared to go 'the extra mile'.</i></p> |

## Our Staff Benefits

|                      |  |   |  |
|----------------------|--|---|--|
| Free On-site Parking | Staff Tea / Coffee                       | Monthly Staff Treats                            | New Starter Tea Party                            |
| Cycle-to-work Scheme | Electric Vehicle Salary Sacrifice Scheme | Local Government / Teachers Pension Scheme      | Blue Light Card Discount                         |
| Flu Jab Vouchers     | Employee Assistance Program              | Staff Social Events: Christmas Lunch Summer BBQ | Commitment to Continued Professional Development |

# Our Commitment to Staff

**Commitment**—The DfE Wellbeing Charter was adopted by Governors in 2022/23; a Wellbeing Forum meets monthly; and KHS is working towards the *Wellbeing Award*

**Work-life balance**—KHS discourages emails and working out of hours; provides wellbeing advice (via a Virtual Staff Room, VSR and HR); and appraisal is supported via bespoke time off timetable

**Communication**—Transparency and signposting is supported via the VSR and a weekly bulletin

**Support**— A coaching programme supports teacher development; Education Support (EAP) is available for all; and training for leaders on wellbeing and mental health (via MIND) is provided

**Human Resources**—Induction programme for all staff; a HR function with a supportive attitude towards personal issues - medical; child-related; personal

**Feedback loop**— at faculty, team and individual level via: TES Pulse; SLT on the sofa; a Joint Consultative Committee with Governors and Professional associations; and regular consultation.



# Job Description: LRC Officer

**Reports to:** Deputy Headteacher

**Salary Scale:** Scale 3, Point 6—£25,183 plus London Weighting of £2,230 (FTE)

**Actual Salary:** £18,524 (pro rated for term time only, part time hours)

**Contract:** Permanent/Part Time

**Hours/Working Weeks:** 27.5 hours to be worked Mon to Fri 08.00—14.00 / TTO (39 weeks)

**Deadline for Applications:** Friday 28th March

**Proposed Start Date:** As soon as possible

*Please note that early applications are encouraged as we will be reviewing them as they come in. First stage interviews may take place virtually as suitable applications are received.*

## **MAIN PURPOSE OF JOB**

- Be responsible for the efficient and effective operation and development of the School Library.
- Be responsible for planning and managing the library budget effectively.
- To promote reading and literacy for all across the whole school.
- To contribute to the overall ethos, work and aims of the school.

## **DUTIES AND RESPONSIBILITIES**

- Managing the Learning Resource Centre
- Implement and review of the School Library policy
- Support the school's values and ethos
- Ensuring the area is kept in a good and tidy order
- Maintain and develop resources within the specified budget.
- Manage library software and administration of student accounts.
- Work in partnership with IT Support to ensure equipment is working efficiently.
- Ensure equipment is used in compliance with health & safety.

### **Supporting the students**

- Advise students on suitable texts according to reading age and interest
- Supervise the space during student breaks and form time to support students
- Coordinate the work of 6th Form Prefects, Library Prefects, Library Monitors and volunteers.
- Ensure a productive and calm working environment
- Assist students in their use of the resources: research, library skills and categorisation

### **Supporting the curriculum**

- Facilitate effective library lessons and interventions

## Job Description: LRC Officer—Continued

- Develop knowledge of any relevant learning platforms to administer interventions
- Liaise with teachers regarding latest resources utilised in the curriculum
- Support the work of the Literacy Coordinator
- Contribute to the creation of learning materials to aid student's study and research

### Supporting whole school literacy

- Promote the importance of reading and the library
- Organise a variety of events to promote reading and the use of the library (e.g. WBD)
- Promote new authors and books
- Promote the library at Open Days and public-facing events

### General Responsibilities common to all support staff job descriptions

- To undertake general duties, administration and any reasonable task as directed by the Line Managers or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose.
- Participate in training and development, and attend and participate in meetings, as required, including until 5.00 once per week at most, with time taken in lieu.
- Assist with first-aid for students and staff, including looking after sick students and liaising with parents and staff.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of: child protection, health, safety and security, confidentiality, and data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all students.
- Undertake these duties within agreed school objectives, policies and procedures and promote the Schools Equal Opportunities Policy.
- To present a positive impression of the school in all encounters with visitors or on school visits.
- To respond calmly to the challenges of school life.

**Notes: This Job Description is subject to amendment and will be reviewed from time to time and modified in the light of the post-holder's career development and changing needs of the School**

# Person Specification: LRC Officer

|  | METHOD OF ASSESSMENT |           |      |
|--|----------------------|-----------|------|
|  | APPLICATION FORM     | INTERVIEW | TEST |
| <b>KNOWLEDGE, SKILLS AND ABILITY</b>   |                      |           |      |
| Experience of working with and motivating young people to engage with reading  | *                    | *         |      |
| Experience of working in a library/Learning Resources Centre within an educational institution or similar information centre                                       | *                    | *         |      |
| Knowledge of how libraries can be used to support curriculum delivery and raising standards for pupils of different age and ability                                | *                    |           | *    |
| Knowledge of using a Library/Learning Resources Centre to effectively support children in the use of ICT to aid learning   | *                    | *         |      |
| A good knowledge of literature   | *                    | *         | *    |
| Self-aware and able to identify own learning needs, develop new skills and seek out learning opportunities   | *                    | *         |      |
| Ability to manage a Library/Learning Resources Centre  | *                    | *         | *    |
| Strong verbal and written communication skills, including ability to present to, influence and write for different audiences (pupils, parents/ carers, colleagues) | *                    | *         | *    |
| Successful experience in working with children of secondary school age   | *                    | *         |      |
| Ability to manage and disseminate information in a range of different media  | *                    | *         |      |
| Ability to monitor and manage a Library/LRC budget   | *                    | *         | *    |
| Ability to work well as part of a team   | *                    | *         | *    |
| <b>EQUAL OPPORTUNITIES &amp; SAFEGUARDING</b>  |                      |           |      |
| A commitment to Equal Opportunities and an understanding of the implications of working in a fully inclusive school  | *                    | *         |      |
| A commitment to safeguarding and promoting the welfare of our students   | *                    | *         |      |
| A clear understanding of current educational issues and developments and their likely impact on teaching and learning  | *                    | *         |      |
| <b>EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>   |                      |           |      |
| General qualification at GCSE 4 or equivalent in English and Mathematics   | *                    | *         |      |
| 'A' Level English Literature is desirable but not essential  | *                    | *         |      |
| Recognised professional qualification for librarians or information management is desirable but not essential  |                      |           |      |
| <b>ADDITIONAL INFORMATION</b>  |                      |           |      |
| Able to operate within the Conditions of Service summarised in the attached 'Guidelines for Applicants'  |                      |           |      |
| b) Application letter in line with guidance in Headteacher's letter  |                      |           |      |

# Safeguarding / Safer Recruitment

Kingsbury High School is committed to the safeguarding of children and students. All employees are expected to comply with our School Child Protection and Safeguarding Policy and the Staff Code of Conduct.

## Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the School will take up references prior to interview.

You should provide details of referees including your current and previous employers, covering the last 5 years.

Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at [khsvacancies@kingsburyhigh.org.uk](mailto:khsvacancies@kingsburyhigh.org.uk)

As part of our Safer Recruitment Policy, a full employment history is also required for this role. Please provide a full employment history, together with a satisfactory written explanation of any gaps in employment. Unless otherwise stated, a Basic DBS check will be undertaken as part of the pre-employment checks for successful candidates.

## Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

## High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

## DBS

This role requires an Enhanced DBS (This post is exempt from the Rehabilitation of Offenders Act, 1974)

## Induction

All new members of staff are expected to complete the induction programme, including required health and safety courses, and display their understanding of the Code of Conduct and Keeping Children Safe in Education (KCSiE).



Dhruvshaal, Head Boy and Sahanaa, Head Girl

# LRC Officer: How To Apply

|                                   |                        |
|-----------------------------------|------------------------|
| <b>Salary Scale:</b>              | Scale 3 Point 6        |
| <b>Contract:</b>                  | Permanent/Part Time    |
| <b>Deadline for Applications:</b> | Friday 28th March 2025 |
| <b>Proposed Start Date:</b>       | ASAP                   |

To apply for this, or any other role directly, we ask that you apply via the My New Term platform, by clicking the relevant job title on the [Staff Vacancies](#) page. If you are already registered, please ensure that all information on your profile is current and up to date, especially information regarding your right to work and qualifications.

If you are not registered to My New Term, and need any assistance with using the website, please do not hesitate to contact the My New Term team via the live chat bubble on their job search page or you can contact the KHS HR team.

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your availability, but this may not always be possible.

If you have any queries about this or any other KHS vacancy,  
please do not hesitate to contact us on:

Email: [khsvacancies@kingsburyhigh.org.uk](mailto:khsvacancies@kingsburyhigh.org.uk)

Phone: 020 8206 3000

