

QUEEN ELIZABETH SIXTH FORM COLLEGE



Welcome to Queen Elizabeth Sixth Form College



WELCOME TO QUEEN ELIZABETH SIXTH FORM COLLEGE

At QE we understand that our staff are our greatest asset. It is only by recruiting and supporting the very best individuals for each role that we can build and maintain the team needed to face the challenges of the future.

In addition to offering teaching and support staff a modern, well equipped environment, the College is committed to ensuring that staff development remains a key strategic priority. Despite the rigours involved in teaching or supporting learning in a high achieving Sixth Form College, we

enjoy high levels of staff motivation and morale.

Life at QE will never be dull and always offers both challenges and rewards for colleagues no matter what role they play. In choosing to apply for a job here, you can rest assured that you are choosing a well established and highly respected College that will value you and your contribution.

Tim Fisher
Principal



The College recognises that in order to provide the highest standards, staff need support; whether that's through our induction programme for new members of staff, sharing good practice with colleagues, training opportunities, or support with career development.

The culture of the College means that teaching staff have the freedom and autonomy to develop their practice, bringing expertise and creativity to their teaching. At the same time the structure of the College gives the security of knowing that managers, and senior staff are all available to support and help. The ethos of the support staff is just that – that they are there to support students and staff in any way they can and this engenders a positive team spirit across the College.

The well-being of our staff is important to us too. As well as having many staff that have opted for part time or term time only working, the College promotes healthy living and good work-life balance initiatives. Colleagues have the opportunities to take part in 5-side football, pilates and other sports and can join the cycle-to-work scheme offered

by the College. In addition, health screening and immunisation against 'flu are offered periodically and a health cash plan is offered to all staff free of charge, providing help with the cost of dental and optical care, amongst a range of other benefits.

College employees are entitled to join either the Teachers' Pension or Local Government Pension Schemes. In addition, salary sacrifice schemes for childcare are available.

As part of QE you would be joining a highly motivated and successful team.



“ The staff at QE make the college what it is, warm, welcoming with a desire to excel. ”

JOHN BEILBY, GUIDANCE DIRECTOR

QUEEN ELIZABETH SIXTH FORM COLLEGE

Library Assistant



The Library forms an important part of our provision. Staff provide excellent support to students and staff individually and by managing the Library environment and services for everyone to use.

We work with Teaching staff to provide relevant resources to support all courses, including books and equipment, enabling students to produce work of a high standard.

We also help students to produce good work by providing help with research and referencing, and offer proof-reading of student work. Continual work in this area of provision includes the production of guides to all aspects of study, printed and online, plus updating our subject reading list information for all departments.

Reading for pleasure and to enhance subject knowledge is encouraged, using social media to obtain student feedback on the stock. Quizzes and competitions help to publicise what is for loan.

Departmental resources such as textbooks are loaned out through the library and we collate the return of resources at the end of each college year.

Our Library Assistants co-ordinate the ordering of stationery for staff and students, and manage the college shop.

Our work is truly cross-college, ranging from general enquiries through to in-depth research, and from giving talks to classes to assisting other college departments as needed.

We are continually looking to innovate and improve our service to staff and students so this post will provide an opportunity for an individual who wants to further develop skills in working with students in post-16 education. The post is full-time term-time.

Job Description

<i>Post:</i>	Library Assistant
<i>Grade:</i>	Support staff pay range point 3-7 £18,593 - £20,126 pro rata
<i>Responsible to:</i>	Librarian

MAIN PURPOSE OF THE POST

Under the direction of the Librarian, and in addition to carrying out the generic responsibilities of Library Assistant, the postholder will have a deputising responsibility for the planning, organisation, management, exploitation, development and promotion of the Library to support the teaching, learning and research activities of the College.

MAIN PURPOSE OF THE POST

- managing and taking responsibility for the whole service in the absence of the Librarian
- supervising and training Library Staff and helpers (including Students on placement) when required
- working with the Librarian to help new initiatives progress, and to recommend improvements to the service where appropriate
- carrying out other such reasonable duties commensurate with the position as determined by the line manager or Principal with respect to unexpected College needs

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Generic responsibilities as a Library Assistant:

- Processing new College stock and helping to organise storage, dissemination and promotion
- Using the online systems and tools such as the Library Loan system and social media as appropriate
- Co-ordinating the process for dealing with overdue and recovery of college stock
- Dealing with enquiries, internal and external
- Shelving returned stock and keeping it in good order, including the withdrawal of old stock as required
- Working to support the College curriculum, such as preparing online Reading Lists and supporting students to study independently. This includes helping to maintain an environment conducive to study.
- Sharing responsibility for the operation of the QE Shop, including the ordering of stationery etc for the Shop and for College Staff
- Carrying out other such reasonable duties commensurate with this position as determined by the line manager or Principal with respect to unexpected College needs

This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.

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Person Specification

The successful candidate will be expected to have the following qualities:

CRITERIA	ESSENTIAL / DESIRABLE
QUALIFICATIONS <ul style="list-style-type: none">• Good general education, including a minimum of GCSE English and Maths	E
EXPERIENCE <ul style="list-style-type: none">• Experience of working in a service desk environment• Experience of working in an educational or Library setting• Experience of working in with young people	E D D
SKILLS & APTITUDES <ul style="list-style-type: none">• excellent standard of verbal and written communication skills• excellent attention to detail• excellent interpersonal skills• excellent IT skills	E E E E
PERSONAL QUALITIES <ul style="list-style-type: none">• ability to work under own initiative and as a member of a team• ability to relate to a wide range of people• flexibility to adapt to changing priorities• friendly and approachable• enthusiasm	E E E E

Salary and Conditions of Service

Salary is Pt. 3-7 on the Support Staff Salary Scale, £18,593 - £20,126 pro rata

This is a permanent full-time, term time only post.

You will be required to work 37 hours per week. The standard working hours will be 8.30 - 5.00, Monday to Thursday and 8.30 - 4.30 on Fridays. Salary is Pt.3-7 on the Support Staff Salary Scale, £18,593 - £20,126 pro rata, depending on experience (Actual salary £16,734 - £18,113 per annum). Holiday entitlement is 26 days per year, plus bank holidays and holidays are to be taken in the College holiday periods. Pension provision is with the Local Government Pension Scheme. The contract will be based on a model for support staff produced by the National Joint Council of the Sixth Form Colleges' Association