



# QEGSMAT

## Librarian

**City of Derby Academy, QEGSMAT**

**Permanent**

**37 hours per week 39 weeks per year**

**Scale 5 £22,571-£24,920 FTE (£19,068-£21,052 pro rota)**

QEGSMAT are seeking to appoint an enthusiastic Librarian to join our hardworking and high achieving team at City of Derby Academy.

You will be someone who can promote, review and support the reading culture of the school by managing and maintaining the library as a resource and a learning environment. The library has benefitted from significant investment recently and we are looking for someone who will develop this welcoming space, during lesson time and social time, into somewhere where pupils feel comfortable and confident and nurture our 'reading for pleasure' ethos. You will also hold reading intervention sessions with small groups of students, manage the stock of books in the library and oversee the discharge of books and other resources from the library.

City of Derby Academy is a vibrant and successful school with the vision of 'improving the life chances of all students'. We do this by providing engaging and enjoyable learning experiences over a broad and balanced curriculum. The key to our success are our passionate staff who work with our students to develop personal and academic success.

City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

## Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.68% for support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450, further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

**Closing date for applications:** Tuesday 5th July 2022

**Interview date:** W/C 4<sup>th</sup> July 2022

**Salary:** Scale 5 £22,571-£24,920 (£19,068-£21,052 pro rata)

**Potential Start date:** September 2022



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## JOB DESCRIPTION - Librarian

<b>Post Title:</b>	Librarian
<b>Reporting to:</b>	Assistant Headteacher
<b>Responsible for:</b>	Library
<b>Scale:</b>	Scale 5 £22,571-£24,920 (£19,068-£21,052 pro rata)
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Childs Barred list

### PURPOSE OF THE POST:

#### Main Duties

#### Responsibilities and Duties:

- Be influential in improving the life chances of all students by supporting the review and development of the reading culture at CODA.
- Encourage, promote and manage the students' use of the library and all its resources both in lesson and social time.
- Plan and implement the successful development of the library in co-operation with the line manager and the senior leadership team.
- Ensure that the library is a well maintained so it can be utilised as an effective learning environment.
- Manage the behaviour of students using a range of strategies and the school Behaviour for Learning code.
- Oversee the use and discharge of books and other materials, to operate the computerised library management system and undertake associated administrative tasks such as overdue books.
- Be responsible for existing book stock and equipment and the selection of new stock and equipment which will support the curriculum at all key stages throughout the school. This includes keeping the stock in a state of good repair and in good order on the shelves. Refreshing stock and replacing them with modern relevant equivalents as funds allow. This also includes the financial management of the library resource budget.
- Facilitate teaching and support staff in any way that enhances learning opportunities.
- Support and lead students either in classes, small groups or individually, by collaborating with the Literacy Co-ordinator/Head of English/SENCO/DSENCO or whoever is using the library. This is to include after school clubs.
- Support the Literacy Coordinator, Head of English, SENCO and DSENCO with the use and monitoring of online resources, e.g. Bedrock.
- Review and develop a team of pupil librarians to help with clerical duties.
- Work with the Careers team at CODA to maintain effective careers resources.

- Promote the library at school community events (i.e. Open Evening etc.) to enhance the public perception of the school as a dynamic provider of educational opportunities.
- Undertake any reasonable tasks, specified by the line manager, which raise awareness of the importance of books and reading.
- Such other duties as the Head teacher or Governors may from time to time require.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.



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## Person Specification - Librarian

Criteria	Essential	Desirable	Evidence
Qualifications	Good basic education to GCSE level in literacy and numeracy, or the equivalent GCSE English and Maths A* - C or equivalent	A relevant qualification in librarianship or be a member of the Chartered Institute of Librarians.	Application form Certificates
Experience	Experience of working with children  Experience of maintaining records.  Experience of library based IT services, database systems and word processing.	Experience of working in a school environment.	Application form Selection process References
Skills	<p>Able to:</p> <ul style="list-style-type: none"> <li>• demonstrate good organisational skills;</li> <li>• assist children on an individual basis, in small group and whole class work</li> <li>• supervise children, and adhere to defined behaviour management policies;</li> <li>• explain tasks simply and clearly and foster independence;</li> <li>• liaise and communicate effectively with others;</li> <li>• help professional staff to achieve their objectives;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• reflect on and develop professional practice;</li> <li>• display work effectively, and make and maintain basic teaching resources</li> </ul>	<p>Able to:</p> <ul style="list-style-type: none"> <li>• Knowledge of the ECLIPES library management system</li> <li>• monitor, record and make basic assessments about individual progress</li> <li>• suggest alternative ways of helping children if they are unable to understand;</li> <li>• describe, in simple terms, the process of behaviour management with children;</li> <li>• identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to learn and adapt from past experience;</li> <li>• Be a confident swimmer</li> </ul>	Application form Selection process References

Knowledge	<p>Have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• library procedures and systems;</li> <li>• the needs of young children;</li> <li>• child development and the ways in which children learn;</li> <li>• the roles played by various adults in a child's education;</li> <li>• behaviour management strategies;</li> <li>• equal opportunities</li> <li>• safeguarding</li> </ul>	<p>Application form</p> <p>Selection process</p> <p>References</p>	
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to work flexibly in order to meet the demands of the job.</li> <li>• Enthusiastic, hardworking and assertive</li> <li>• Excellent attendance and timekeeping record</li> <li>• Meet deadlines and respond to unplanned situations</li> <li>• Ability to work as part of a team and on own initiative</li> <li>• Self-motivating with the ability to multi task</li> <li>• Commitment to the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li> </ul> <p>Desire to enhance and develop skills and knowledge through Continuous Professional Development</p>	<p>Application form</p> <p>Selection process</p> <p>References</p>	

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_