



## **Job Application Pack Librarian**

**Permanent, Full Time, Term Time Only  
Grade 7, Point 12 – 19, £24,496- £27,852 (FTE)  
Actual Salary: £21,069- £23,956 per annum**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe, Belong, Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





**Bluecoat SCITT Alliance**  
Nottingham

## Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Bluecoat Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.



The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

## Lees Brook Academy

Lees Brook Academy (LBA) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



**Lees Brook**  
Academy

## Alvaston Moor Academy

Alvaston Moor Academy has 890 students on roll and places a strong emphasis on the importance of hard work and academic achievement. Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



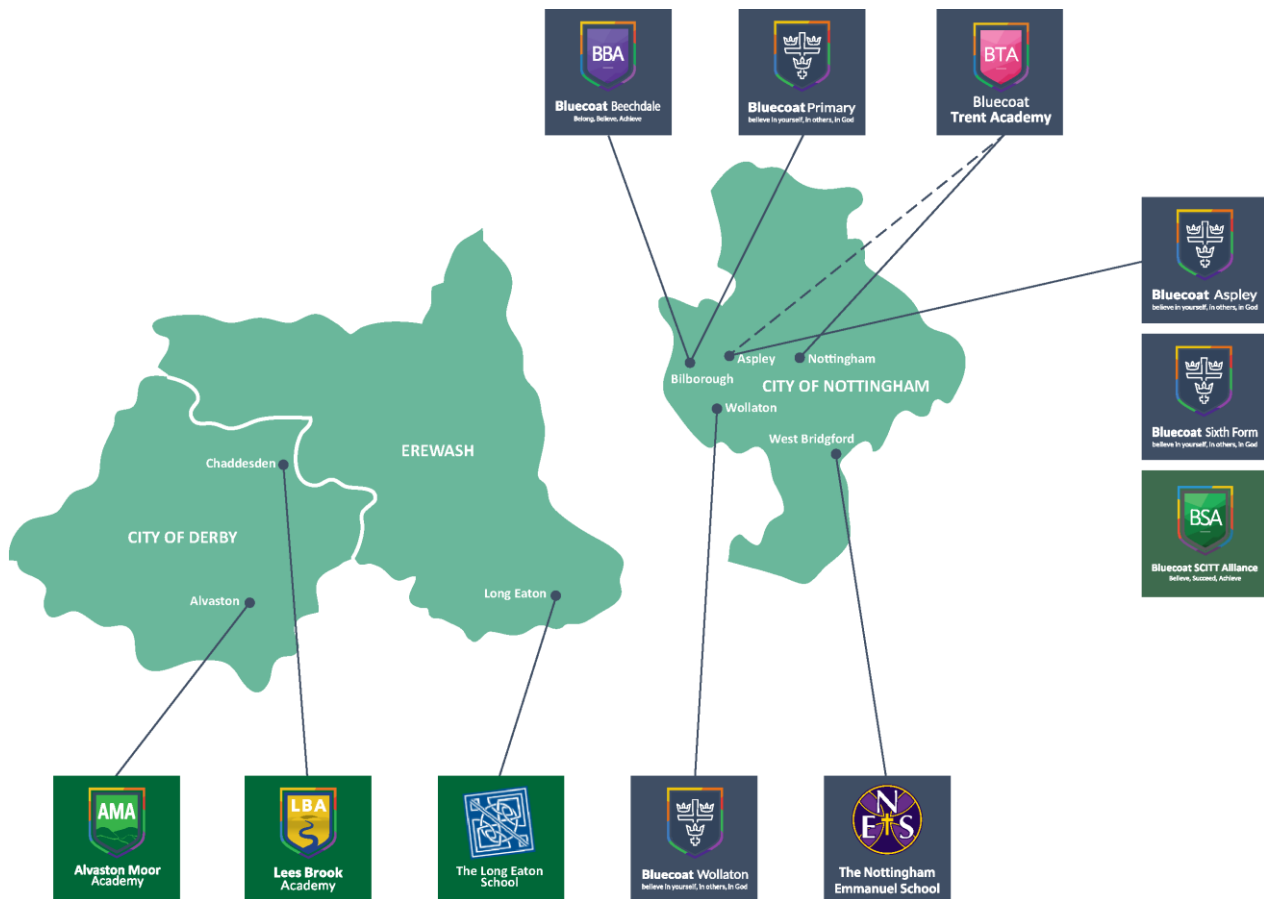
**Alvaston Moor**  
Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Principal



The Nottingham Emmanuel School opened in 2002 and moved to our current building in late 2008. The £25 million site is located near the banks of the River Trent in West Bridgford. The school is a diverse community, serving families and students from every academic, social, faith and ethnic background.

At The Nottingham Emmanuel School, we strive for excellence in all elements of school life. We are entirely focused on delivering the highest standards of teaching and also insist on the highest standards of conduct amongst our students. As a result, we can be confident of the very best outcomes for our students: excellent examination results which enable them to take the next step in their lives.

We believe that education is a vehicle to transform lives and provide each child the opportunity to not only learn and grow, but also to develop aspiration and character. The Nottingham Emmanuel School has developed an inclusive and supportive environment where students and staff feel secure and valued. Within the school we continue to develop the 'whole child', ensuring that students achieve academic greatness alongside becoming resilient, hardworking and community-focused individuals, who are prepared to go the extra mile to serve and support others. Our Christian service to the local community and our students is motivated by the desire to remove any barriers that are preventing students achieving or reducing aspiration.

What sets The Nottingham Emmanuel School apart is its determination to set the highest academic standards alongside strong, inclusive Christian values and ethos. We know that every member of the school community is not a finished product; we all can learn and grow from one another. At Nottingham Emmanuel School our school motto is 'Together to learn, to grow, to serve'. We want to ensure that our students not only achieve great examination results, but also become great citizens who want to serve their local community. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church

school. The name of the school 'Emmanuel' means 'God is with us' a theme which permeates throughout the values of the school.

I have been in post as Principal of Nottingham Emmanuel School since January 2021. Having lived in Nottingham City all of my life, growing up in council estates in a single parent Christian family; I feel that I have been called to serve the Nottingham Emmanuel School community. As the first member of my family to attend university, I also want to ensure that all students are made aware of all the different life pathways and opportunities available to them. I am delighted to lead a school which exemplifies such high standards and high ideals, and I look forward to welcoming you here.



**Sandra Stapleton**  
**Principal**



## The Vacancy

The Trust is seeking a self-motivated and committed Librarian to join the team at The Nottingham Emmanuel School. We are searching for an enthusiastic, highly organised and flexible person to join our team. As a valued member of the English Learning Community the post holder will take the lead in the day-to-day running of the library.

The post holder will be responsible for assisting with the development, management and organisation of the Library facilities to ensure high quality provision of resource and information services to staff and students. We would be delighted to hear from enthusiastic and committed colleagues looking for the opportunity to help shape the learning experiences of our students in order to meet and beat their potential.

Whilst employed to work predominantly at the Nottingham Emmanuel School, there may be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Nottingham Emmanuel School but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

## Applications

For more information about The Nottingham Emmanuel School and the vacancy, please visit [www.emmanuel.nottingham.sch.uk/vacancies](http://www.emmanuel.nottingham.sch.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date:** 9am, Friday 2<sup>nd</sup> June 2023

**Interview Date:** W/C, Monday 5<sup>th</sup> June 2023

If you have any queries, wish to discuss the role informally or undertake a visit to Nottingham Emmanuel School, please do not hesitate to contact us via email [recruitmentnes@archwaytrust.co.uk](mailto:recruitmentnes@archwaytrust.co.uk) or telephone 0115 977 5380. Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

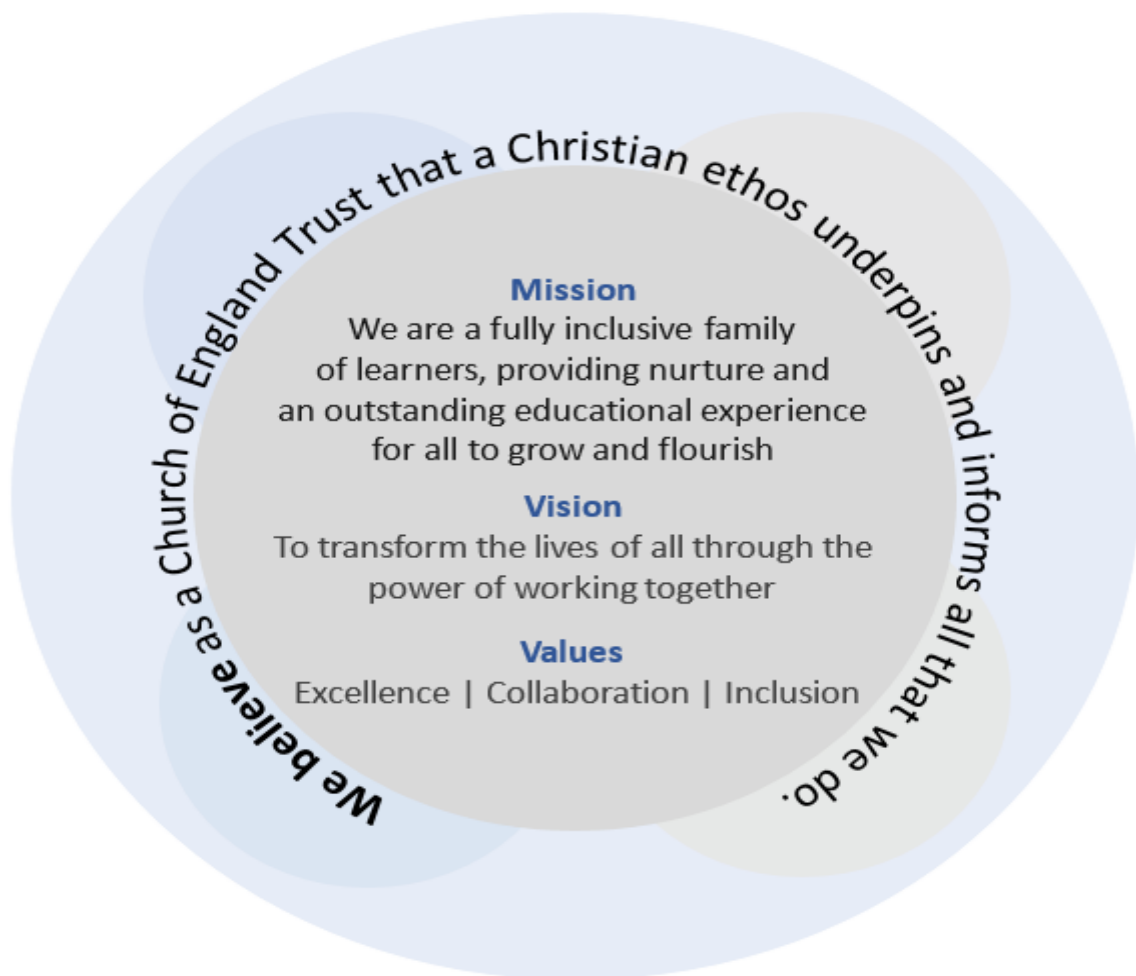
**Telephone:** 0115 977 5380

**Email:** [recruitmentnes@archwaytrust.co.uk](mailto:recruitmentnes@archwaytrust.co.uk)

**Website:** [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk)

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## *Working Together, Transforming Lives*

### Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

## Job Description

**POST TITLE:** Librarian

**GRADE:** Grade 7, Points 12-19

**RESPONSIBLE TO:** Head of English

### JOB PURPOSE

To assist with the development, management and organisation of Library facilities to ensure effective provision of resource and information services to staff, students and members of the community.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

- To create and maintain a welcoming and well stocked, user friendly environment for learning within the library.
- To provide guidance and advice to readers and library users.
- To provide guidance and support for users of ICT and other educational technology available in the library areas.
- To assist with the maintenance of the automated library system and the accompanying administrative routines.
- To assist with the administrative routines associated with Accelerated Reader.
- To manage the issues and returns of books and other materials.
- Routines connected with the cataloguing of new materials.
- Maintenance and display of newspapers and magazines.

- Arranging books and other resources for effective retrieval, including classification and cataloguing of all library resources.
- Supervision of students before school, during break and lunch times and after school.
- Actively promoting and managing after school clubs.
- Under the guidance of the English DLC, support reading by working 1:1 or with small groups.
- Supporting the development of other technological initiatives within the library and supporting students and staff in their use.
- Provides first aid assistance to staff, students and visitors as and when necessary.
- To manage the Library budget.
- To assist those with responsibility for literacy in the implementation of strategies and projects.
- To manage the resources in the Sixth Form library and any other associated tasks specific to Sixth Form. This should include providing key UCAS information and supporting students with the application process.
- To be part of the First Aid Team after sufficient training.
- Other reasonable tasks as requested.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expects staff to wear professional business dress mirroring our high expectations of our student dress code.

## PERSON SPECIFICATION – LIBRARIAN

|   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>EDUCATION &amp; TRAINING</b>   |           |           |
| Further or higher education   |           | *         |
| Relevant educational or vocational qualifications equivalent to Level 2 or above e.g. GCSE  | *         |           |
| Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.  | *         |           |
| <b>KNOWLEDGE AND EXPERIENCE</b>   |           |           |
| Librarian and Resource centre work  |           | *         |
| Previous experience of working within an educational setting.   |           | *         |
| Previous experience of working with young people  |           | *         |
| <b>PROFESSIONAL SKILLS</b>  |           |           |
| Communicate effectively verbally, in writing and through IT.  | *         |           |
| Good use of standard ICT packages and ability to learn other packages as required.  | *         |           |
| Strong organisational and administrative skills   | *         |           |
| Good interpersonal skills   | *         |           |
| Coaching and mentoring skills   |           | *         |
| <b>PERSONAL QUALITIES</b>   |           |           |
| Confidence and independence   | *         |           |
| Ability to work as part of a team understanding school roles and responsibilities and your own position within these.   | *         |           |
| Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.   | *         |           |
| Enjoys working with young people  | *         |           |
| Commitment to Equal Opportunities   | *         |           |
| Willingness to work within the Christian framework of the school.   | *         |           |
| Archway Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. | *         |           |
| Suitability to work with children with enhanced DBS check.  | *         |           |

