

# MURRAY PARK SCHOOL

Ofsted

Good  
Provider



## APPLICANT INFORMATION PACK

### LIBRARIAN

APPLICATION DEADLINE:

FRIDAY 20<sup>TH</sup> OCTOBER 9AM

INTERVIEW DATE:

W/C 23<sup>RD</sup> OCTOBER

START DATE:

ASAP SUBJECT TO SAFEGUARDING  
CHECKS

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references*

**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)



# OUR HEAD TEACHER

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow the Derby City new teacher

programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I wish you the best of luck with your application to our school.



MRS N. CALEY

## SENIOR LEADERSHIP TEAM



Nicola Caley - Headteacher

Rebecca Somes - Deputy Headteacher

George Hagen - Deputy Headteacher

Theresa Lucas - Assistant Headteacher

Nick Lynn - Assistant Headteacher

Leanne Dodd - Assistant Headteacher

*"Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values..."*

Flavia Kupferberg - Teacher of English



# AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.

In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.



We are passionate about our pupils' personal development and put this at the heart of everything we do. We provide cultural capital experiences to our students through the Murray Park Charter for Success, where students are supported and encouraged to try new activities and experiences such as visiting the theatre, volunteering, learning to

play a musical instrument as well as much more. As well as this, we produce an annual trip schedule which includes a number to international destinations, including outside of Europe. These are fully funded for students, where required.



Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.

*"The quality of provision and pastoral care for our students has an exceptional impact on their lives."*

Emma Challand - Head of Year



# SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school but has a close working relationship with the local authority.

We cater for approximately 1200 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a breadth to the socio-economic status of our families.



## APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference.

Please provide an email address for your referees so that we can contact them.

Please email your completed application form and letter of application to:

[recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk) or upload using the TES platform. The application letter should be no longer than 2 sides of A4, Arial font size 11.

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*“Murray Park is a fantastic school to work for, I've felt extremely welcome and supported by the school, first as a trainee and then as a new starter.”*

**James Murton - Teacher of English**



Our School was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	<p>“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.”</p> <p>“Leaders have planned assessments to check pupils' understanding.”</p>
Behaviour and Attitudes	<p>“Pupils are happy and safe at Murray Park. They know teachers care about them.”</p> <p>“Leaders have ensured that classrooms are places where pupils can learn.”</p>
Personal Development	<p>“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.”</p> <p>“Leaders ensure that all pupils have opportunities to gain different cultural experiences.”</p>
Leadership and Management	<p>“Leaders have prioritised reading.”</p> <p>“Leaders have created a culture of safeguarding.”</p>

## SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

### Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

### Recruitment Policy

These documents can be found using following the link:  
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

*“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way”*

**Charlotte Bunting - Teacher of Science**

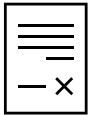


# STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. When we make strategic or operational decisions, we always consider the well-being and workload of staff. See below for some of the ways we support staff wellbeing and workload for all our team:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



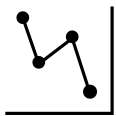
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



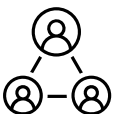
Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

*“Murray Park School is at the centre of the community. For our students this is their OASIS”*

Katy Drew - Alternative Provision Lead



# ENGLISH DEPARTMENT

The English department at Murray Park is a forward-thinking team. We are highly ambitious as a department, with the students' educational experience at the forefront of our minds. Our vision is to teach an inspiring curriculum which nurtures a love of learning and literature that stays with our students outside of their secondary journey.

At present there are five full-time members of staff, two part-time, and one senior leader, as well as the school librarian, who contribute to the English and Literacy team. We all work in the same building which is one of the most recent additions to Murray Park. We work across eight dedicated classrooms, each of which has a smart TV and teaching wall. The stunning library is situated nearby, on the same floor. Various computer rooms are available for booking as and when required, as well as iPads and Laptops available from the library.

As a team we are hugely collaborative and supportive, and we have had great success working with Schools Direct, Teach First and ECTs.

As well as the Head of Department, there is also an Assistant Head of Department, and we are keen to develop staff internally, providing opportunities for future development and advancement. We offer regular CPD opportunities, both within the Derby teaching network as well as CPD from exam board and popular practitioners such as Alex Quigley.



All students have four lessons of English a week. At KS3 and KS4, and they are taught within ability sets. In KS3, we have a rigorous curriculum where we look at both modern and classic novels as well as engaging thematic units that allow students to engage with a range of different subjects and experiences. We use AQA for GCSE English Language and GCSE English Literature, and all students are prepared for both English GCSEs.

All KS3 students have a weekly library lesson, with KS4 having a library lesson once a fortnight. These structured lessons have a focus on reading for pleasure, 'Accelerated Reader' as well as Reciprocal Reading sessions in groups.



*"Murray Park School is a great place to work. If you are passionate about making a difference to the lives of young people, this is the place to be"*

Alfie Holland - Head of Year and Teacher of PE



# JOB ADVERT

Librarian

**Salary:** NJC Point 18-19 (Approx £23,617-£24,067)

**Responsible to:** Head of English

**Contract:** 37 hours per week term time only (39 weeks per year)

Murray Park School is a rewarding and professionally stimulating place to work. Over the last 3 years we have undergone a journey of rapid improvement; moving from a Requires Improvement Ofsted grading to Good in September 2022, along with a much improved Progress 8 score, as well as now being over-subscribed. Never complacent, we are now on our next stage of development and seek high-quality staff to enable this.

## The person appointed will have:

- A passion for ensuring the best outcomes for all students, including those who are part of disadvantaged and vulnerable groups.
- Excellent subject and pedagogical knowledge.
- Relentlessly high standards and expectations of all students.
- A commitment to continuous improvement of their own practice, irrelevant of job role, career stage or position.

## Staff at Murray Park School benefit from:

- Flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A robust and centralised behaviour system, including an internal Alternative Provision, to ensure learning in our classrooms is disruption free.
- A whole-school CPD package which includes the sharing of recent research and best-practice.
- An approach to pedagogy which ensures teachers teach the highest-quality lessons possible, whilst still allowing teachers the freedom to maintain professional autonomy.

## How to Apply

An application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/key-information/vacancies> or apply via TES Online.

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*“Murray Park is an extremely engaging place to work, but more than that it feels like a family and really integrates the ‘community’ aspect of the school’s name.*

**Joe Potts - Teacher of Geography**



# ROLES AND RESPONSIBILITIES - LIBRARIAN

## Key Tasks:

- To coordinate and oversee the library including supervising and assisting students in the library before school, at break time, lunchtime and after school
- Maximise the current library usage, including running the breakfast club 8-8.30 am each day and homework club 3-4pm
- Guidance and assist students in the library
- Support the development of literacy across the curriculum
- To prepare all paperwork linked to the library system, filing, coding of books (conventional and computerised) and reading lists, loans, overdue notices and security arrangements.
- To liaise with the English Department to ensure smooth running of systems
- Promote and organise a variety of reading challenges, club, activities, visits and events that support the work of the whole school in improving reading resilience, reading for pleasure and oracy.
- Create and update displays and notices, including presence on the school website, so that the library is a pivotal part of the learning environment.
- Research and promote ways to incorporate new media within the library where appropriate
- To coordinate, lead and develop the team of student librarians/reading leaders
- To support learning across the curriculum making sure that all Head of Departments (HODs) have input into the books that the library holds and work is completed in terms of research and literacy across the curriculum
- To ensure deadlines are met in terms of information required such as library overdue lists, reading ages etc
- To liaise with the English department to enable reading to take place during English lessons.
- To assist in the development of effective links with the library, teaching assistants and teaching staff
- To attend meetings and provide information as required to ensure the smooth running of the school library.

The post-holder will be expected to carry out other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a teacher.

*‘Ever since I started at Murray Park I have felt supported by all staff and welcome by everyone here, including the students. I am proud to work at Murray Park...’*

**Elise West - Teacher of Maths**



# PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>○ Experience in operation of administrative systems</li> <li>○ Experience of working in a school environment</li> </ul>	✓	✓
<b>Qualifications</b> <ul style="list-style-type: none"> <li>○ GCSE or equivalent at grade C or above in English and Maths</li> <li>○ Recognised IT qualification</li> </ul>	✓	✓
<b>Knowledge</b> <ul style="list-style-type: none"> <li>○ Awareness of policies/codes of practice and legislation applicable to the position</li> <li>○ Knowledge of library management system/s.</li> </ul>		✓ ✓
<b>Skills/Abilities</b> <ul style="list-style-type: none"> <li>○ Good numeracy/literacy skills</li> <li>○ Good ICT skills including Microsoft packages</li> <li>○ Ability to work constructively as part of a team, understanding the school's roles and responsibilities, and your own position within these</li> <li>○ Ability to relate well to children and to adults</li> <li>○ Excellent communication and interpersonal skills</li> <li>○ Good organisation skills</li> <li>○ Ability to prioritise effectively</li> <li>○ Ability to work to tight deadlines</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>○ Accepts, supports and quickly implements change</li> <li>○ Proactively seeks opportunities to increase job knowledge and understanding</li> <li>○ Works with others to resolve differences of opinion</li> <li>○ Requires minimum supervision</li> <li>○ Takes responsibility for own actions</li> <li>○ Identifies and overcomes barriers</li> <li>○ Takes quick and effective action</li> <li>○ Demonstrates focused implementation of role and responsibilities</li> <li>○ Contributes to a team ethos where everyone feels valued</li> <li>○ Is accountable for own development.</li> <li>○ Is of smart appearance</li> </ul>	✓   ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓





# MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,  
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



**Head Teacher:** Mrs N. Caley

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