



HAMPSTEAD SCHOOL
Learning together Achieving together



Independent Learning Centre Assistant

Recruitment Pack



HAMPSTEAD SCHOOL

Learning together Achieving together

Dear applicant,

Thank you for your interest in this exciting post here at Hampstead School. The job profile and person specification are included in this document and more information about the school can be found on our website www.hampsteadschool.org.uk. All applications can be made on TES. A direct link to all our vacancies is also available on our website.

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

Message from the Head

I started as Head at Hampstead in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents have been incredibly supportive. This is a remarkable school and it is a privilege to work here.

The past year has been made easier by my existing knowledge of the school, having started my career here as an NQT. My original stint only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.



When Hampstead School gets it right then there are no caveats, no 'yes buts'. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.

The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with 1330 students. The school, with an admission number of 210, is popular locally and oversubscribed.



HAMPSTEAD SCHOOL

Learning together Achieving together

Founded in 1961 (it is our sixtieth anniversary this year) as a mixed comprehensive school, visitors often comment on the mutual respect which is evident amongst students and between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a real strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

The school has been rebuilt over the past five years as part of the Priority Schools Building Programme; our facilities are now world class.



Our Ethos

We expect staff and students to *Think Big, Work Hard* and *Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

The impact of this ethos, when combined with the highest expectations of achievement and a belief that every student can and will achieve, is seen in some of our successes and initiatives over the past few years. They confirm that Hampstead School’s reputation for creativity, innovation and inspiration is firmly rooted in rigour:

- One of seven UK schools recognised as an inaugural “Achievement for All” Ambassador School
- Arts Mark Award (Gold) from the Arts Council for England
- Sportsmark
- International School Full Award
- Geography and History Quality Mark
- Sustainable Schools Award (Gold)
- Cultural Diversity Quality Standard (Gold)
- Stonewall Award
- National Champions in the Model United Nations national debating competition



HAMPSTEAD SCHOOL

Learning together Achieving together

- Our work with New Arrivals recognised as best practice and disseminated to all UK schools
- Enduring relationships with Future Leaders, Teaching Leaders and Teach First.
- Princes Trust kitemark (English)
- Diana Awards from the Prime Minister for our anti bullying and peer mentoring schemes
- Part of the National Association for Able Children in Education (NACE)

We are proud of what we have achieved, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.

More about this role

The Independent Learning Centre, our library, is a beautiful space that sits at the heart of our school community. Our students know it to be a safe, inclusive and welcoming area where no question is too big or too small. Every student in Year 7 and 8 enjoys a fortnightly lesson with our library manager, sixth form students use the space for quiet independent study and students from all years spend their free association time reading, using the computers or playing chess. We can, and regularly do, accommodate upwards of 100 students across all age groups. This busy environment is supported by clear and agreed behaviour expectations and boundaries.

We loan approximately 400 titles per week therefore many aspects of your day will be routine and detail oriented but this is at its core an entirely student facing role. It will require a high degree of flexibility to deal with numerous and varied enquiries from staff and students whilst ensuring the library remains a calm and ordered environment.

If you are creative, methodical, enthusiastic, and passionate about reading we look forward to welcoming you to our small team.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students. If you are one of these talented people, we would love to hear from you.

Matthew Sadler
Head



HAMPSTEAD SCHOOL

Learning together Achieving together

Job Profile: Independent Learning Centre Assistant **07:55 – 15:55 Term Time + 2 weeks**

Direct Reporting	Head of Progression & Independent Learning
Main Purpose	<ul style="list-style-type: none"> To assist with the provision of key operational deliveries within the Independent Learning Centre (ILC) To supervise and support student use of our busy ILC To process new stock – labelling, covering, adding to library catalogue (accession) To utilise the library management software (Oliver) to ensure that the library stock and other school assets are catalogued effectively and to produce termly reports regarding usage To be responsible for ensuring books and other resources are shelved correctly at the end of each day To track and recall overdue resources To conduct half-termly stock checks of all ILC assets To ensure the stationery shop is fully stocked To produce reports for and support the delivery of KS3 Independent Learning classes To create and update daily, weekly, monthly and termly library displays To produce displays relevant to the national curriculum and current events/issues. To supervise and deliver after school enrichment activities in the ILC
Operational & Strategic Planning	<ul style="list-style-type: none"> To contribute effectively to the development of the ILC To contribute towards promoting student literacy and articulation within the school To promote the use of The Day Newspaper by staff and students To keep up to date with the field of teen literature and suggest suitable titles to add to the ILC stock To advertise after school reading clubs and recruit students to take part
Service Delivery	<ul style="list-style-type: none"> To ensure the provision of an optimal learning environment in the ILC To ensure that the ILC is kept in order at all times To assist with the smooth running of the Media Resources Office when required To assist with the administration of the Careers and Work Related Learning provision when required To assist with the setting up and delivery of school events held in the ILC To support routine ICT enquiries from students and staff To attend First Aid at Work training to provide First Aid assistance when required
Human Resources	<ul style="list-style-type: none"> To ensure that the Head of Progression & Independent Learning is kept fully briefed about key issues To train and support student library volunteers
Quality Assurance	<ul style="list-style-type: none"> To observe high professional standards To ensure students adhere to the rules of the school and those specific to the ILC. To follow the school's behaviour policy
Management Information	<ul style="list-style-type: none"> To update and maintain the information contained within the Accelerated Reader, Oliver and ePlatform software packages
Communications & Service Orientation	<ul style="list-style-type: none"> To ensure effective communication with school community To communicate and co-operate with persons or bodies outside the school and to actively promote the school's vision and ethos when doing so To actively promote use of the ILC to students and staff



HAMPSTEAD SCHOOL

Learning together Achieving together

	<ul style="list-style-type: none">To liaise with Tutors and Heads of Year to promote extra-curricular activities, reading clubs, author visits and book fairs to students.
Management of Resources	<ul style="list-style-type: none">To help manage the physical and digital resources of the ILCTo repair damaged materials wherever possible
Pastoral Care & Welfare System	<ul style="list-style-type: none">To follow safeguarding, student wellbeing and associated procedures in line with Keeping Children Safe in Education (KCSiE) and school protocols.To liaise with pastoral staff in the implementation of the school's pastoral system
Additional Duties	<ul style="list-style-type: none">To supervise lower school use of the ILC at break and lunchtimes in the absence of the Head of Progression & Independent Learning.To play a full proactive part in the life of the school community in implementing its vision, mission and ethos and support and expect staff and students to do likewiseWhilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not have been identifiedTo undertake any other duty as reasonably requested in the pursuit of service delivery
<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.</p> <p>This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.</p>	



Person Specification: Independent Learning Centre Assistant

Criteria		Essential	Desirable
Values and disposition	The ability to <i>Think Big, Work Hard</i> and <i>Be Kind</i> – and foster this in others	•	
	A commitment to an ambitious, inclusive, comprehensive education	•	
	High expectations and a relentless focus on improvement	•	
	A positive, proactive, creative, solutions-focused approach to problems	•	
	A team player who recognises the importance of a collegiate ethos	•	
	Reflective, self-aware, and keen to listen and understand	•	
	A commitment to supporting students to read for pleasure and promoting the benefits of reading	•	
	Highly organised with a methodical approach and a high degree of accuracy	•	
	Ability to cope with interruptions while concentrating on diverse tasks	•	
Experience	Evidence of effective team working	•	
	Experience of working with children and adolescents	•	
	Evidence of the creation of high quality display materials	•	
	Experience of using data to identify, track and monitor trends	•	
	Experience of working in a library environment		•
	Evidence of establishing and maintaining a quiet work environment		•
Knowledge and skills	Knowledge of contemporary fiction suitable for a school library setting	•	
	A good working knowledge of Microsoft Applications including Teams, and using Excel and Word to mail merge information	•	
	Ability to engage with, analyse and act on data	•	
	Strong communication skills in verbal, written & presentational capacities	•	
	Ability to create high quality display materials	•	
	Knowledge of safeguarding protocols and KCSiE		•
Equality, Diversity and Inclusion	Awareness of the equality, diversity and inclusion agenda		•
	A commitment to supporting this agenda	•	
Qualifications	Excellent record of punctuality & attendance	•	
	A good level of general education	•	
	Enhanced CRB check associated with ability to promote safeguarding of children	•	
	An appropriate CILIP qualification or equivalent		•
	First Aid at Work – training will be provided if not already held		•



Timeline of events for this post

Date	Event
6 th September 2021 at 9am	Deadline for applications
9 th September 2021	Interview Date

What can Hampstead School offer you?

“Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development, to which they contribute. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils.” (Ofsted)

Our employee package includes personalised training, a comprehensive package for NQTs starting a career in teaching, placement on Teaching Leaders programme for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Our location, minutes from Cricklewood Station and only a short distance from the transport hub in West Hampstead, mean that staff benefit from inner-London weighting but have flexibility in where they choose to live.

Benefits include, but are not limited to:

- Free access to a staff gym on site
- Employee Assistance Programme
- Annual flu jab
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Time off for personal days (e.g. nativity plays, graduations)
- 15% PPA time for all teaching staff