



Candidate Pack
Librarian



Co-op Academy
Belle Vue

Welcome from the Head of Academy

Thank you for your interest in applying for the role of Librarian at Co-op Academy Belle Vue. We are seeking a highly motivated and experienced Librarian to join our team at the Academy. This is a unique opportunity for an individual with excellent organisational skills, a passion for student support and a commitment to promoting a love for reading and learning.

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust, and is built upon the shared values and 'ways of being' that underpin all Co-op Academies ; Be yourself, always - Do what matters most - Show you care - and Succeed together.

Co-op Academy Belle Vue offers something a little different from other schools, whether that be the structure of the day, our investment in technology, or our diverse and exciting 'electives programme'.

When we opened our doors to our first cohort of staff and students, we welcomed a new generation of Co-op pioneers, and together we have built something really special. Although the academy started its life in brand new, custom-built accommodation on the site of Co-op Connell College, we have now moved into our new state of the art academy building on Hyde Road.

Our new building represents not just bricks and mortar, but an investment in the future of our students and community. We are excited to offer our students access to the latest resources and technology, and to provide them with an inspiring and dynamic learning environment. As we join our new community we will continue to empower our students to think creatively, to collaborate, and to achieve their full potential. We will strive to foster a culture of excellence and inclusivity, where every student feels safe, valued and supported

In our first two years, our cohorts are small, admitting 120 students into years 7 and 8. September 2023 will see 240 new Year 7's join us, and with 517 applications, it is clear that we are an academy of choice in the East Manchester area.

Cooperation, community, ambition, achievement, respect, responsibility, endeavour, and enjoyment are all key elements in the role of leading personal development at Co-op Academy Belle Vue. The successful candidate will have the opportunity to work closely with the Academy's sponsor, The Co-op Group, and to be part of a supportive network of talented colleagues within the Co-op Academies Trust.

At Co-op Academy Belle Vue, we are committed to creating something special, a culture of high expectations with the ways of being and our CARE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported. To achieve this, we are looking for an expert in this field, someone who will lead and model excellence consistently.

We have an exciting opportunity for you to become our founding librarian - to support us in setting up a diverse, inclusive library that will become the beating heart of our school community, housed in a light, accessible space that really is a blank canvas for the right candidate to make their own.

The successful candidate will have a passion for books; classic literature, diverse voices, cutting-edge graphic novels, exciting non-fiction, electronic books and audio books. We want it all; our collection should hold a mirror up to our community, but also open them up to all the worlds beyond their own. A commitment to encouraging and supporting reading among young people is a must.

You will be responsible for managing and developing our school library, including the selection, acquisition and organisation of books and other resources. You will also be responsible for promoting the library and its resources to students, staff and parents. You will be required to carry out reading interventions for which all training will be provided.

This role offers a chance to work in a supportive and dynamic school environment, where you can make a real difference to the lives of students. Co-op Academy Belle Vue is committed to providing an outstanding education and supportive environment for all students, and the Librarian will be a key member of the team working towards this goal.

As part of the Co-op Academies Trust, we value cooperation, community, ambition, achievement, responsibility, respect, and enjoyment in all our endeavours.

Scott Fletcher
Head of Academy

The deadline for applications is 12 noon on Friday 7th April
Applications should be emailed to bell-recruitment@coopacademies.co.uk



Job Title : Librarian

Salary / grade range	Salary: Grade 5 (pts 12 to 19), 37 hours p/week, Term Time + 5 days Full year equivalent £25,895 to 29,443, Actual pro-rata £21,266 to 24,179 Start date: As soon as possible
Location	Co-op Academy Belle Vue
Reports to	Head of English

Purpose of role

The Academy Librarian will facilitate and promote effective learning and teaching by providing access to information, resources, and services that support the educational goals of the Academy.

The Academy Librarian is responsible for managing the school library's collection, including selecting, acquiring, and organising materials that meet the diverse needs and interests of students, teachers, and staff.

Additionally, the Academy Librarian collaborates with teachers to develop and implement instructional strategies that integrate information literacy and digital literacy skills into the curriculum. The Academy Librarian also plays a critical role in promoting reading and fostering a love of learning by providing guidance and support for students to engage with literature and other forms of media. Finally, the Academy Librarian is responsible for maintaining a safe and welcoming environment in the library and promoting the ethical use of information and technology among students and staff.

Accountable for:

- Development, organisation and implementation of activities in the Library that develops the co-operative ethos in the Academy.
- Planning, control and exploitation of the library resources in their design and support of the learning community.
- Statistical information from the library database which underlines the present catalogue.
- Leading on paired reading programme
- Implementing reading interventions with students

The postholder will be responsible for:

Specific duties:

- To organise the day-to-day running of the Library and liaise with academy staff as required over Library related issues.
- To order and maintain the security of stock, including administering the library catalogue system.
- Management and administration of the Library budget.
- Advise senior management and other colleagues on policies for the provision of learning resources across the curriculum.

- Support the educational aims and objectives of the academy and monitor the effectiveness of the learning resource centre's contribution to learning and teaching.
- Liaison with Subject Leaders in order to review their requirements and support learning through displays / activities and resources
- Mediate between learners and resources to enable learners to identify, locate and access the information they need.
- Manage and promote a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them.
- Promote the development of reading and literacy skills for information and recreation and take a lead in creating a whole academy environment which encourages reading for pleasure.
- Manage a study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces.
- Enable teaching staff to maintain a high level of awareness of professional development and relevant resources through the provision of appropriate professional materials and information.
- Participate in academy wide improvement through attending the regular cycle of meetings with senior staff, visit other LRC/libraries and attend professional development courses.
- Collaborate with feeder primary schools to support transition between Primary/Secondary School.
- Collaborate with the Co-operative Group businesses to support the development of employable skills of our students.
- Support the engagement of parents/carers in their children's learning and curriculum needs.
- Develop ideas and best practice in dealing with enquiries at the Library desk.
- Prepare and deliver Induction sessions to new students when they join the academy
- To supervise students working independently within the Library both in lesson time and during lunch breaks/break times/before & after school to ensure that they behave appropriately and receive the help they need.
- Encourage the recruitment of student helpers / student leaders / student librarians, and train and supervise these in library-related aspects
- To maintain and monitor the upkeep of the library space, ensuring it is well-presented and a stimulating, welcoming environment
- Develop competitions and other promotional events.
- Organise students' book club, awards and after academy activities.
- Ensure that the library supports all aspects of every student's development through understanding and supporting the PSHE programme, providing images for self-esteem and developing social skills through participation in library based activities.
- Manage the upkeep of academy displays/notice boards in the academy.

Other

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p>Qualifications: Minimum of grade A-C or equivalent at GCSE Maths & English</p> <p>IT literate</p>		<p>A/ I</p> <p>A/ I</p>
<p>Experience:</p> <p>Experience of working in a library or related environment</p> <p>Experience working in a school library or other educational setting</p> <p>Experience working with diverse collections and readers, such as in a public or academic library.</p> <p>Experience working with various software and hardware in a library setting.</p> <p>Experience working collaboratively with teachers, administrators, and other stakeholders in an educational setting.</p> <p>Member of The Chartered Institute of Library and Information ProfessionalsCILIP</p>	<p></p> <p>D</p> <p></p> <p></p> <p></p> <p>D</p>	<p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.