



# Librarian

## Wren Academy Enfield

Closing Date: 9.00am Monday 17 April 2023  
Interviews: Week commencing 17 April 2023  
Start Date: September 2023





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Wren Academy Enfield

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Email: [enfield@wrenacademy.org](mailto:enfield@wrenacademy.org)  
Web: [wrenacademyenfield.org](http://wrenacademyenfield.org)

Executive Principal: Gavin Smith  
Vice Principal: Ertunc Hussein

March 2023

Dear Colleague

### **Wren Academy Enfield – Librarian**

Thank you for your interest in this post. Wren Academy Enfield opened in September 2020 with a first cohort of Year 7 students and has then grown each year with the addition of a new year group. Our oldest students are now in Year 9, and we are planning for the start of GCSEs followed by the creation of an academic Sixth Form offering the full range of A Levels. We are therefore looking for a Librarian who will join the Student Services team.

The information given in the documentation here and on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Maria Bigg on 020 8492 6000. A visit in advance of an application is possible but not obligatory.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point font must be submitted. Applications will be considered as they are received but must be submitted by 9.00am, Monday 17 April 2023. You may send your application to the address above or by e-mail to [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org).

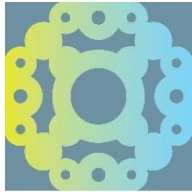
Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to receiving your application and taking the next steps in the appointment process.

Yours sincerely

**Ertunc Hussein**  
Principal

The Wren Academes Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



**Wren  
Enfield**

## **Librarian**

**Salary £28,431 - £29,310 per annum. NJC Scale Points 22 - 24**

**Paid for working 40 Weeks of the Year, 36 hours per week**

**Required for September 2023**

This is an exciting opportunity to work as part of a welcoming, talented, and highly motivated team establishing a brand-new Academy in the London Borough of Enfield.

Wren Academy Enfield is the second school of the Wren Academies Trust. Having successfully opened in September 2021 with a first cohort of Year 7 students.

Wren Academy Enfield is jointly sponsored by the London Diocesan Board for Schools and Berkhamsted School. This new school has been closely modelled on the successful Wren Academy Finchley which has a strong sporting tradition with high standards of involvement and conduct.

Wren Academy Finchley quickly developed a strong reputation for outstanding teaching and learning, as well as enabling students to make excellent progress as demonstrated by our Progress 8 figure, which places us in the top 100 schools nationally. Since opening, the school has been awarded three outstanding Ofsted and two outstanding SIAMs reports. All the factors that have led to the notable success so far are being put in place to ensure similar outcomes at Wren Academy Enfield.

The Academy is seeking an enthusiastic individual who has a passion for reading and to nurture a culture for reading for all year groups. At present, the Academy has Year 7 to Year 9 students on roll and will grow year by year until we have about 1100 students, including Sixth Form.

We think this will be an outstanding opportunity for a talented and committed new colleague to join our staff team. Opportunities for research and development will be provided and there will be a budget to develop the Library's book stock and other facilities. This will be a key appointment in the Academy's development.

Closing date: 9.00am, Monday 17 April 2023 but applications will be considered as they are received.

For an application pack please see our website: [Recruitment - Welcome to Wren Enfield \(wrenacademyenfield.org\)](https://www.wrenacademyenfield.org)

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# **WREN ACADEMIES TRUST**

## **Wren Academy Enfield**

### **Job Description - Librarian**

#### **Job Purpose**

To develop, administer and oversee a high quality Library, effectively supporting learning across the Academy.

#### **Reporting to**

Assistant Principal. As a member of the Academy's Student Services staff, the Librarian will be subject to the Performance Management procedures organised by the Finance Director.

#### **Liaising with**

All Teaching and Student Services Staff, suppliers, contractors, some external agencies and visitors to the Academy.

#### **Key Tasks**

1. Support for students and staff.
2. Effectively develop the Library to support teaching and learning, literacy opportunities and study opportunities for students.
3. Provide resources and support for teachers and student services staff in order to enhance both their own professional development and students' learning.
4. Identify and acquire additional Library resources in consultation with staff and students.
5. Integrate the Academy's book stock and ICT facilities to help create the most effective teaching, learning and research environment.
6. Contribute to the development of a careers section within the Academy Library.
7. Be responsible for the management of student behaviour in the Library and, as a key middle leader, contribute to the setting and modelling of high standards around the Academy.
8. Acting as a member of the Academy's tutor team, providing support for students (e.g. mentoring) as necessary.
9. Line management and performance management of the Academy's Library Assistant(s).
10. Working in lessons alongside teachers to support learning and develop students' research skills.
11. To support students in the completion of examination coursework, advising on bibliographies, citations, plagiarism and conducting internet research.
12. To be involved in community work, e.g. with primary schools and parents.
13. Support for the Academy.
14. Have an up-to-date understanding of the responsibilities of this post and of good practice in relation to this area of leadership.

15. Participate in induction training for relevant staff and in relation to performance management, where appropriate. Make effective use of professional development opportunities.
16. Maintain confidentiality in accordance with Academy expectations and adhere to / maintain Academy policies, routines, codes of conduct and support the ethos of the Academy.
17. Be aware of and practice within equal opportunities policies and principles and health and safety regulations. Seek to prevent accidents and report these to the designated person in the Academy.
18. Be aware of and practice according to the Child Protection Policy.
19. Undertake other duties than can reasonably be expected of and are relevant to the post.
20. Be available for work in line with the requirements of the post and attend Staff training days.
21. Attend identified staff meetings and planning sessions and other activities held outside normal Academy hours but not beyond the total working week.
22. Understand the roles and responsibilities of others within the Academy.
23. Liaise with parents/ carers (as directed).
24. Actively engage in the Academy's Self Evaluation / Review procedures in order to continually improve the provision of the Library.
25. Uphold and actively support the Academy's policies and procedures on the safeguarding of young people.

### **Support for the Curriculum**

1. Support the development of the curriculum through the identification of resources available to support the curriculum, through the use of the Library to support teaching and through specific Library activities.
2. Support the Academy in enabling all students to access the curriculum.
3. Management of the Library.
4. Issue, collect, catalogue, order and maintain stocks of, and shelve books and other relevant resources within the Library.
5. Lead, manage and develop appropriate systems within the resource centre, including advising re the organisation of the Library, to support it in being a key resource to support learning.
6. Lead, manage and develop the Careers library as an integral part of the Library, and lead the delivery of Careers learning and support for students.
7. Effectively work with other partners in relation to the development of the Library and Careers Programme.
8. Develop the learning environment of the Library in order promote students' interest in learning and in accessing the Library.
9. Communicate effectively with staff, students and visitors in relation to all aspects of the Library.
10. Effectively use ICT systems and ICT resources to support the leadership and management of the Library, and support for students' learning.

## **Other Duties**

1. Play a full part in the life of the school community, provide support for its Christian ethos and encourage staff and students to follow this example.
2. Promote the Academy's corporate policies.
3. Actively engage in the staff review and development process.
4. Undertake professional development as identified in the staff review process.
5. Any other reasonable tasks which are in line with the responsibilities of this post.

**WREN ACADEMIES TRUST**  
**Wren Academy Enfield**  
**Person Specification - Librarian**

**Professional Skills and Experience**

1. Possess a relevant qualification and preferably school experience.
2. Be able to support students to become effective, self directed learners.
3. Have the skills and experience necessary to support teachers in achieving outstanding examination results.
4. Possess a thorough understanding of the requirements and opportunities of the secondary curriculum.
5. Show evidence of having helped develop the learning capacity and research skills of students.
6. Be able to support and role model on delivery of school ethos and policies.
7. Be an enthusiastic and effective form tutor who is fully committed to embracing the 'Every Child Matters' agenda.
8. Show evidence of continued professional development.
9. Have relevant experience of working in comprehensive and multicultural environments.
10. Possess strong leadership and management skills.
11. Have sound technical understanding of school organisational issues.
12. Have the capability to lead others in successful school innovation.
13. Demonstrate the ability to set up and operate effective systems.

**People, Relationships and Communications**

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible.
3. Have qualities which earn the trust and respect of students, staff, parents and governors.
4. Possess the inspiration to motivate and the ability to build on the strengths and expertise of each staff member.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess excellent written and verbal communication skills.
7. Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the Academy.
8. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
9. Appreciate the balance between the academic, social and emotional development of young people, needed to create an outstanding school.

## **Selection Process Details**

### **Application deadline**

Completed application forms must be received by 9.00am, Monday 17 April 2023.

### **Completing your application**

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this.

Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org).

CVs will not be accepted.

### **Visits**

Visits can be organised requested. If you would like to see the school in advance of submitting an application appointments can be arranged by emailing [enfield@wrenacademy.org](mailto:enfield@wrenacademy.org).

### **Selection process**

The selection process will consist of a combination of tasks, activities, lesson observations, presentations and interview.

Further details will be provided to the candidates shortlisted for interview.

### **References**

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

### **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The selection process will also include rigorous processes to assess each applicant's commitment to and understanding of safeguarding within a secondary school context.

### **March 2023**