

 Job Pack

Library Assistant

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Principal Mark Malcolm

Dear Applicant,

Thank you for expressing an interest in the post of **Library Assistant** at The City Academy, Hackney. We are achieving exceptional results to match our status as an outstanding school. In 2018 74% of our students achieved five or more 9 – 4 GCSE grades with English and mathematics, and 53% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 68% are entitled to pupil premium. We have also just received our third set of A Level results, with 68% of exams awarded A\* - C grades, and all students securing either a university place or high quality apprenticeship.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, [www.thecityacademy.org](http://www.thecityacademy.org). I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully,



**Mark Malcolm**

**Principal**

**Closing date - 9am on Monday 28th October 2019**



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| **Job description** |
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| **Post:** | Library Assistant 37 hours per week  |
| **Grade** | Local Government Pay Scale |
| **Responsible to:** | Learning Resources Manager |
| **Responsible for:** | To assist the Learning Resources Manager in the operation of the Academy’s libraries. |

**Main Activities and Responsibilities**

# The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title

**Duties and Responsibilities**

* Supervising students in the libraries and maintaining a quiet learning atmosphere.
* Working with the Learning Resources Manager and other library staff to ensure that all library opening times (7.30am – 6.30pm) are covered. This may mean an early start or late finish
* Supporting students’ learning in the libraries, using library resources and computers
* Promoting the library and its resources to students and staff
* Using the library management system to issue and return stock and to catalogue new stock
* Assisting with the administration of the Accelerated Reader scheme
* Leading library lessons for Year 7 pupils and supporting year 8 and 9 lessons.
* Assisting with the maintenance of a tidy environment in the libraries
* Dealing with enquiries from staff and students
* Other duties as directed by the Learning Resources Manager

**Other duties**

* Act as a personal adviser to students in a tutor group. This entails being a positive role model for students, giving them pastoral support, setting academic goals, and encouraging them to get involved with all aspects of Academy life. You will also speak to parents about students’ attainment, behaviour and general progress during consultation weeks, and set targets for students. For some students, regular contact with parents may be necessary.
* Behaviour management in corridors and anywhere else on or off the Academy site, ensuring that students are behaving professionally both inside the Academy and outside when in Academy uniform.
* Participate in CPD as required, including school INSET and the Performance Management process.
* Other duties in the libraries as directed by the Learning Resources Manager

#### Key Organisational Objectives

The postholder will contribute to the academy’s objectives in service delivery by:

* Following Health and Safety requirements and initiatives as directed.
* The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
* Ensuring compliance with Data Protection legislation.
* At all times operating within the school’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
* Adopting Customer Care and Quality initiatives.
* Fulfilling the role of Student Personal Adviser and/or mentor if required.
* Contributing to the maintenance of a caring and stimulating environment for young people.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

## Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue: ………………………………………..

Signature of postholder: ………………………………………..

Signature of Principal: ………………………………………..

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| CAH-Logo-Full-Colour.png**Person specification** |
|  |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent | **✓** |  |
| **Experience** |  |  |
| Ability to use ICT effectively | **✓** |  |
| Ability to use ICT to raise achievement | **✓** |  |
| Administrative experience | **✓** |  |
| Previous library experience |  | **✓** |
| Previous experience of working with children |  | **✓** |
| Commitment to high quality outcomes | **✓** |  |
| **Skills** |  |  |
| **Personal** |  |  |
| Well organised | **✓** |  |
| Well presented | **✓** |  |
| Excellent communication skills and organisational skills | **✓** |  |
| Ability to work hard under pressure while maintaining a positive, professional attitude | **✓** |  |
| Ability to organise and prioritise workload and work on own initiative | **✓** |  |
| Ability work as part of a team | **✓** |  |
| Commitment to personal career development | **✓** |  |
| Ability to develop good relations with staff, students and the wider Academy community | **✓** |  |
| **Knowledge and understanding** |  |  |
| Safeguarding and child protection policies and procedures | **✓** |  |
| Developments in the National Curriculum |  | **✓** |
| Knowledge of and interest in teenage literature | **✓** |  |
| **Equal opportunities** |  |  |
| Understanding of different social backgrounds of students | **✓** |  |
| Understanding the needs of students and the appropriate strategies to support them | **✓** |  |
| Understanding the needs of bilingual students | **✓** |  |

**The City Academy, Hackney**

**Library Assistant (Full Time, 37 hours per week, Permanent)**

**Salary: Scale 3 Point 5-6 (£22,800 – £23,211 pro rata)**

**(Inner London Pay Spine plus performance related bonuses and other benefits.)**

**If you want to be the best, then you should probably join us**

Students in the academy routinely make more progress than almost any other school Progress 8 is consistently above 1.00 which indicates that students achieve a grade better for each of their best 8 GCSE’s compared to the average. In 2018 the progress 8 score was 1.07. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students.

**The Role**

We are looking for a highly motivated, exceptional individual to take on the role of a Library Assistant. You will be working with excellent staff in this exciting and challenging post.

The post holder will be required to work flexibly over a 5 day period ensuring the library is covered during the hours of 7.30am – 6.30pm. This may mean an early start or late finish on some days. You will be expected to work from 7.30am on Wednesdays and finish at 6.30pm on Monday and Fridays.

You will be responsible for assisting the Learning Resources Manager in the organisation of the libraries, in support of the school curriculum and in response to the needs of students and staff. You will also have strong ICT skills, be literate, numerate with the ability to inspire and support students in achieving the best possible learning outcomes.

This is a fantastic opportunity for you to shape the lives of young people in Hackney. If you think you can help transform the opportunities for the community we serve then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For details about the role and to apply online, please visit www.thecityacademy.org

**The closing date for applications is Monday 28th October 2019 at 9am**