

MORPETH SCHOOL



Librarian Application Pack

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Dear Colleague,

Thank you for your enquiry about the vacancy for the post of **Librarian** at Morpeth School. We are pleased that you are interested in finding out more about working here.

We hope that our school website www.morpethschool.org.uk will give you a strong sense of the school. You will find the Job Description / Selection Criteria in this pack and an Application Form with any other details on the website. In your application, we are particularly interested in knowing how you think your skills and experience will match Morpeth.

If you have any issues with accessing the recruitment documentation, please do not hesitate to contact our HR Officer, Pedro Cedeno (recruitment@morpeth.towerhamlets.sch.uk).

Completed applications should be returned to this address by 12:00 (noon), Monday 22nd April 2024. Successful candidates will be contacted by telephone and invited for interview towards the end of the same week.

Unfortunately, we are not able to contact unsuccessful applicants individually. If you have not heard from the School after 10 working days past the deadline, please assume you have not been shortlisted for interview.

Please note that as this post involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions and bind-overs (including those regarded as 'spent' for other purposes) must be declared if you are invited to interview. Please see the application form for further details.

Yours sincerely,



Jemima Reilly
Headteacher

Morpeth is an eight-form entry, mixed, 11-19 comprehensive school situated in Bethnal Green, Tower Hamlets and we are very much a community. Our values are longstanding; they encapsulate the way we work and the way the school feels.

We are a community:

- committed to learning and achievement
- based on friendship and respect
- where everyone is valued.

We are proud of our diversity – we represent the wider Tower Hamlets community – and recognise that in order to make everyone feel included and valued, this requires ongoing and explicit consideration. We prioritise the development of trust and understanding between pupils from different backgrounds; all members of staff – teaching and non-teaching – work together regularly throughout the year to develop our relational practice. As a result, visitors frequently comment on how friendly the school feels and the excellent relationships between staff and between pupils and staff. We are over-subscribed both for Year 7 and the sixth form, and have a very strong track record of recruitment and retention of teaching and support staff.

We have over 110 teaching staff, 35 Teaching Assistants, and 70 other support staff who share a strong belief in what our pupils can achieve. Our teachers are subject specialists, passionate about those subjects and keen to develop their knowledge and practice. We also place great importance on learning beyond the classroom. There is an extensive programme of extra-curricular experiences and over 150 lunchtime and after school activities offered weekly.



We are fortunate in that the entire school has been rebuilt or refurbished to a very high standard over recent years, and we have been able to invest heavily in learning resources for pupils. Schools across Tower Hamlets have a long tradition of working closely together and in recent years this has been facilitated and strengthened by the Tower Hamlets Education Partnership.

What makes us different?

Our KS4 curriculum structure

When we reviewed our KS4 curriculum in 2010 we decided that the traditional model that we offered didn't feel sufficiently flexible or tailored to our students both in terms of context and inclusion. It was 'one size fits all'. We wanted to continue to provide a rich and broad curriculum where the arts are valued alongside core academic subjects but also one that could recognise students' individual needs.

The model we have now is one that is innovative, ambitious, dynamic and responsive to students' needs. We typically offer 25 optional examined courses. Alongside core subjects, students choose two options each year in Years 9, 10 and 11, courses being one year in length, and having the equivalent time of one-day a week per course. Students will take exams at the end of the year. The majority of students will study the EBacc subjects (approximately 80%) with significantly higher than national numbers taking GCSEs in creative and expressive arts, and design technology.



Our inclusive approach

We support students by:

- focussing on both systems and practice - we recognise that we need strong systems to provide structure however, in a school that views high quality relationships as the key driver in all that we do we place an emphasis on supporting colleagues' practice;
- being trauma-informed – understanding that behaviour is a two-way language of communication;
- being compassionate - making decisions about behaviour based on the context of every child and situation;
- being data-led - using both qualitative and quantitative data helps us ask the right questions about behaviour and inclusion, in the same way as progress and attainment.

We recognise that in order to prioritise the development of positive relationships across the school, we have to build it into our structures. In September 2023, we moved to a vertical tutoring system where pupils meet three times a week in coaching circles made up of 12 pupils from Years 7 – 11.

We have 100 circles, led by coaches from across our teaching and support staff and organised into five houses. The circles and houses are fundamental to ensuring every child feels that they belong to our community.

What do we offer?

We know that to provide the best support for our pupils, we need to have staff who feel happy in their role, trusted and well-supported. Teaching staff are able to work from home for some of their PPA time, we take a positive approach to requests for flexible working, we create regular opportunities for all staff to mix socially through weekly staff circles, free staff breakfasts and our Staff Association who run events and trips throughout the year. Teachers have autonomy to plan lessons within departmental agreed curriculum plans and we have regular subject teach meets within departments with a focus on developing subject pedagogy.

We have never believed in performance-related pay, but do believe in the importance of continual professional development and in regular scheduled opportunities for staff to discuss and reflect upon their professional development across the school year. We support and encourage the full breadth of professional development opportunities – formal and informal - from external CPD, to supporting Masters level qualifications including study days and a contribution to costs, providing coaches for NPQ courses and to ongoing high-quality internal training opportunities.



“A supportive community for students and staff”

“A school with a human face, diversity is appreciated”

“High professional trust and autonomy”

“I feel respected and appreciated”

“Supportive colleagues and an opportunity to grow”

“Excellent facilities and amazing SEN provision”

“Relational practice”

“Sense of community felt within the school”

“We teach each other something every day”

“A school that thinks about all communities and promotes equality and inclusivity”

“There is always a smile waiting for you”





Position:	Librarian
Salary:	NJC Scale SO1 – PO1 actual salary £37,394 to £41,087
Contract Type / Working Arrangement:	Term Time + 2 weeks (41 weeks) 37.5 hours per week Full-Time
Required for:	Immediate start
Closing date for all applications:	12:00 (noon), Monday 22 nd April 2024
Interview date:	TBC

An appointment as Librarian is an opportunity to join a highly successful team: talented, committed staff, enthusiastic, friendly pupils and a community of supportive families and external partners within and beyond Tower Hamlets.

We believe that our success derives from our inclusive, pupil-centred focus; our commitment to the continuous review of curriculum and pedagogy; our focus on professional development; and a strong belief in the need to work within a set of values which underpins all that we do.

How to apply:

Completed applications should be returned to recruitment@morpeth.towerhamlets.sch.uk

For full details and application pack see the school website www.morpethschool.org.uk or our job page on TES: <https://www.tes.com/jobs/employer/-1042684>

We are committed to safeguarding our students. Successful candidates will be required to abide by the school's Safeguarding Children policy and undergo an enhanced DBS check. The School may conduct an online search as part of due diligence checks in the recruitment process.

Librarian – Job Description

Contract Type	Support Staff Term Time + 2 Weeks (41 weeks per year)
Contract Length	Permanent
Working Hours	37.5 hours pw (08:30 – 17:00 Monday - Friday) Timings may shift with reasonable notice.
Salary	NJC Scale SO1 to PO1 actual salary range from £37,394 to £41,087
Responsible to	School Business Manager, but also working closely with another member of the Senior Leadership team.
Responsible for	Library Assistant/s

Our current Librarian is leaving in April and we are looking to appoint an enthusiastic School Librarian who is passionate about reading and children's literature and able to inspire pupils to develop their reading and independent study skills. The successful candidate will be forward-thinking and have the skills to lead the development of the school library as an outstanding learning resource for our pupils across all key stages.

Purpose: To support the school by managing, maintaining and promoting the school library and learning resources. To advise on and deliver strategies for the use of learning resources in the delivery of the curriculum and to take a lead role in the continuing drive of the development of literacy across the school.

Main Duties and Responsibilities

- To be responsible for the management and development of the library environment and resources, including information and e-learning technology, contributing to and supporting the curriculum. This will include the cataloguing, classifying and recording of resources.
- To ensure that the library maintains a high profile, including arranging for regular visitors, authors and speakers to visit.
- To support the wide range of extra-curricular activities and clubs which the library traditionally hosts at Morpeth, which currently includes Table Top Games Club, Computer Games Club and Craft Club, among others.
- To continue the library's tradition of events, for which event management and organisational skills would be required.
- To participate, and plan where appropriate, trips for pupils to enjoy, related to activities held within the library. For example, pupils have enjoyed trips to MCM Comic Con.
- To work with the English department to further develop literacy across the school including the promotion, special events, book fairs, visiting speakers and authors.
- To actively participate in, further develop and coordinate extracurricular provision such as open days and evenings, book clubs, reading mentors, study support and out of hours learning programme.

- In conjunction with Heads of Department, to evaluate, select and acquire resources in all formats, balancing the need to develop ICT resources with the need to provide a book-based resource, and to organise all resources, including classification and cataloguing.
- To be proactive in promoting the library and making it accessible to pupils and staff through displays, guidance and publicity.
- To support individual members of staff and pupils so that all learners can access relevant resources in order to make excellent progress through the curriculum key stages.
- To supervise library users, ensuring that a purposeful learning environment is maintained.
- To manage the library budget, including preparing financial estimates and to provide reports and statistics on the use of resources and effectiveness of policies and procedures.
- To manage library staff, including taking responsibility for training and development.
- To attend relevant meetings, both internal and external to keep up to date of priorities and to facilitate work that supports whole school or department developments.
- To undertake other similar duties commensurate with the grade.
- As part of the Coaching pastoral system at Morpeth School, the Librarian will be a coach to a small group of pupils.

Librarian – Selection Criteria / Person Specification

Please address these criteria in your application form and interview

- Chartered Librarian qualification, equivalent library experience, or detailed knowledge of the role.
- Excellent management and organisational skills to manage and develop the school library environment, its resources (through a library management system) and events.
- A proactive approach, with both the day-to-day functions and strategic developments.
- Excellent IT skills to use standard software for administrative purposes, the electronic library management system and e-learning.
- Knowledge and experience of e-learning technology and familiarity with children's literature.
- A clear understanding of the different needs of the pupils who attend the school, including across Key Stages.
- The ability to think strategically and creatively, as well as having an eye for detail. Willingness to be flexible and to innovate.
- The ability to relate well to pupils, to provide guidance to groups and to individual pupils, to ensure that pupils have ready access to the curriculum.
- Good behaviour management skills to manage and to supervise pupils.
- Good financial skills to manage the school's library budget and resources.
- Excellent communication skills (both written and oral) to communicate with people at different levels including, governors, staff, parents, pupils, consultants and other external agencies.
- Ability to participate and to take an active part in the teaching and learning at the school by providing an engaging environment.
- Willingness to take part in extracurricular provision.

Library at Morpeth School

Morpeth School has a vibrant and energetic Library set across two sites; Portman caters for Years 7-11 and the Sir Robert Gavron Library serves our Sixth Form.

Our Library embodies the school's inclusive culture and has a wide range of up to date books for readers of all ages, abilities and interests. We have an ever-growing and developing stock of books, with some recent new additions such as 'Shelf-Help' all about wellbeing.

As a focal point of the community, events and clubs are a large part of what happens in the Library. We have many lunchtime and after-school clubs such as Table Top Gaming, D&D, Craft, Computer Games and Lego. We host a number of popular events throughout the year including Fright Night, Harry Potter Night and the Great Book Giveaway. The Library also comes outside for the Morpeth Summer Fayre!

We are proud to participate in the annual Tower Hamlets School Poetry Slam and the Tower Hamlets Creative Writing competition as well as the Tower Hamlets Book Award for which we always run a reading group. We run events for World Book Day and Book Buzz.

Morpeth Library also supports the teaching of the curriculum with topic book boxes, revision and research lessons, fortnightly English Library lessons and a selection of material for in-class reading. We provide facilities for independent study, providing homework help before and after school and promoting reading across the school community.

As part of this and to maintain a dialogue with students the Library maintains an online presence with a digital Library google classroom for each year group and the library's own X account.