

Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

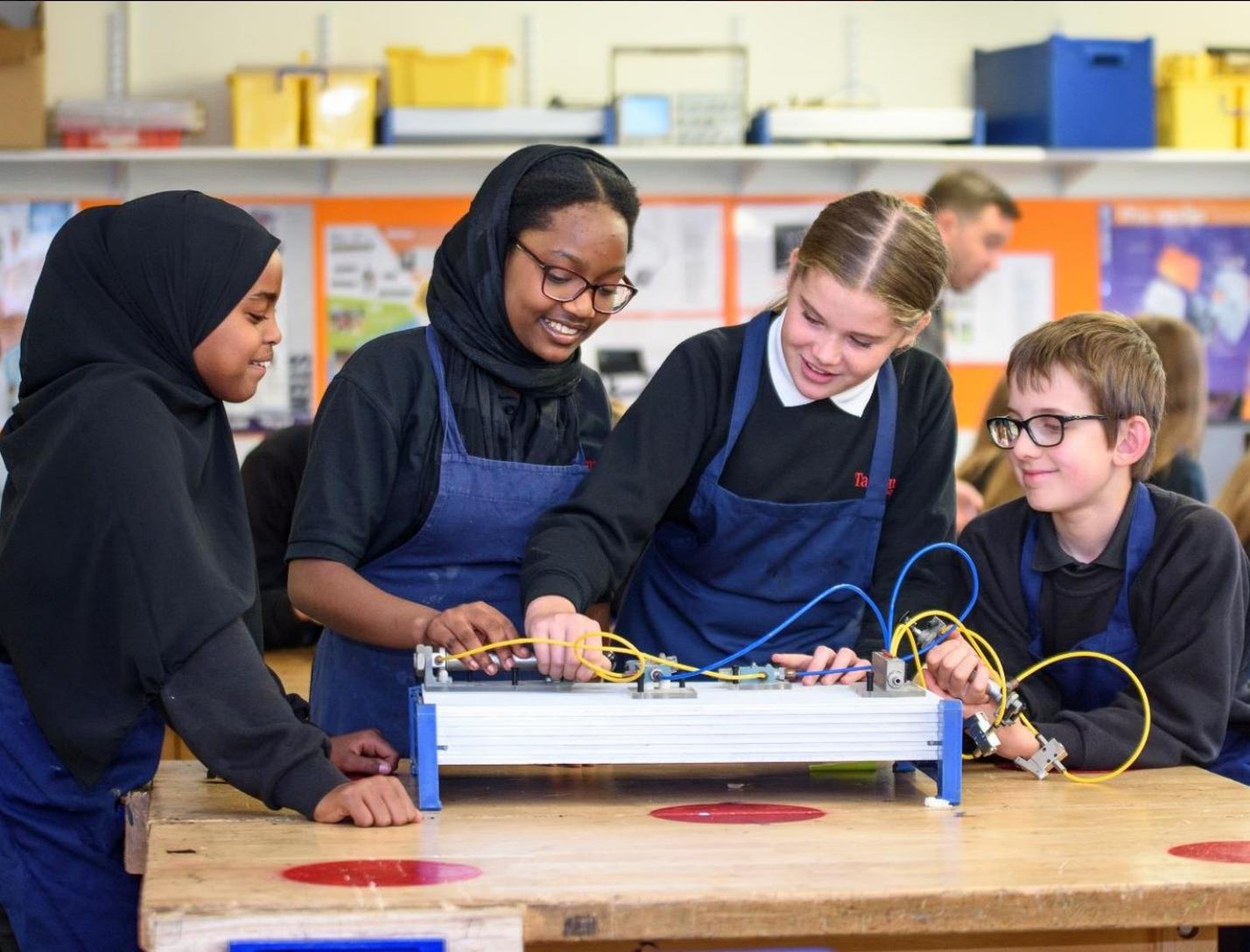
Library Manager

Application Pack



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Charitable Limited Company Registration Number: 07697171.
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A Message from our CEO



David Dennis
Chief Executive Officer

Thank you for your interest in joining Tipton School Academy Trust.

Through clear leadership and governance we plan to support and improve outcomes across all of our schools, transforming all our learners and becoming an outstanding Trust.

Engagement with every family is the touch stone for our work, ensuring a culture of high trust, common values, low threat and a shared moral compass. At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

About Tipton School Academy Trust

Tipton School Academy Trust was formed in 2011 and has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18 and employing over 900 staff.

Children joining the Trust have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, and leave our schools fully prepared for successful lives.

Our Vision

To realise the life chances and dreams of every child.

Our Mission

To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism
- A focus on nurture as well as achievement
- Involvement of the family and wider community in everything we do
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage
- Mutual support and development
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this
- Schools retain their identity and are part of something special
- Differentiated solutions according to support needs
- Mentoring, coaching, directing
- A clear scheme of delegation and decision making to ensure that all our children get the best educational experience.

Our Strategy

The Trust Board are responsible for the schools within the Trust and determine the mission, vision and MAT improvement strategy. Local context and community links are provided by Local Governing Boards.

Our strategic objectives sit within 4 key aims:

Aims	Objectives
Effective Schools	<ul style="list-style-type: none">• Securing high levels of attendance and low levels of persistent absence• Ensure safeguarding policies and practices operate effectively• Build relationships further between schools and vulnerable families• Further focus on vulnerable learners to reduce suspensions and exclusions• Close the attainment gap between disadvantaged learners and other learners.
Outstanding Outcomes	<ul style="list-style-type: none">• Improving the quality of education in each school• Provide learning in every classroom for every learner that is at least good and addresses each learners need• Continue to develop a Trust in which learners achieve high rates of progress.
Sustainable Trust	<ul style="list-style-type: none">• Actively communicate and engage with all stakeholder groups• Continue to ensure best value and use of all resources• Develop revenue raising opportunities• Future proofing buildings and facilities.
A Great Place to Work	<ul style="list-style-type: none">• Continue to build capacity through cross Trust collaboration and support. With an emphasis on improving workload and subject level collaboration to further develop common approaches• Develop a Trust talent management plan. Continue to create opportunities for staff to develop and gain further experience• Develop a succession plan with an emphasis on executive leadership• Further develop our approach to staff wellbeing.

Further information about the Trust, including full governance structure and current performance, is available in our [Annual Report and Accounts](#).

Our Schools

Tapton is one of four secondary schools within our Trust. Here is an overview of each secondary:

Bradfield [Bradfield School - Home](#)

Bradfield is an 11-16 school with around 1100 students, situated in beautiful Peak District surroundings. Our vision is '**where all people thrive**' and we strive to deliver an education that supports students to fulfil their potential, and to be successful, confident people who are equipped to explore what life and the world have to offer.

Our belief is that school should be a fun place to be – where the activities, teaching and facilities foster enthusiasm, enjoyment and strong relationships. Happiness and success at school are closely related and so most of all we want our students to be happy to come to school.

Chaucer [Home - Chaucer School](#)

Chaucer school is an 11-16 school based in the North of Sheffield. Performance is rapidly and continually improving and we place a very strong emphasis on achieving well in the subjects of English, Maths and Science.

Each student is unique and precious to us, and is equally valued for their culture and contribution. Our positive reputation for achievement, care and Positive Discipline is well established. High expectations are instilled in all our students from the start of their time at Chaucer. These include hard work, self discipline, courtesy and respect.

Forge Valley [Forge Valley - Home](#)

Forge Valley is a safe, inclusive learning community where students and staff learn and thrive together. Our ethos is based upon **everyone striving to become their very best**.

As a school we believe that ambition and endeavour provide our students with the mind-set needed, not only to succeed academically, but in adult life in an ever changing modern world. Success at Forge Valley is not just measured in terms of academic performance. We aim to develop our students into reflective, confident, innovative, morally grounded, ambitious and resilient individuals ready to take their part in a dynamic and diverse 21st century.

Headteacher Welcome



I am incredibly proud to lead a school that strives to make education a transformational experience for all, regardless of ability or background. Our ethos of Valuing Everyone, Caring for Each Other and Achieving Excellence underpins everything that happens in our school.

All staff are invested in these core values and we work together to improve the life chances and dreams of all our students through ongoing progress and improvement in learning. Our record of sustained success reflects this commitment to raising achievement for everyone.

Tapton has the highest expectations of its students in every area of school life. Our school is a caring, nurturing and ordered community with an atmosphere of calm and purposeful learning. This is to ensure that all our students feel safe and secure. We are kind, we work hard and we follow the rules.

Safeguarding is everyone's responsibility and all our staff undertake regular training to keep up to date on the latest guidance from 'Keeping Children Safe in Education'. Safer recruitment practices reflect our commitment to this aim. As part of the recruitment process Tapton colleagues will carry out a number of checks to ensure the successful candidate champions the safety, wellbeing and success of all our students.

We are an inclusive school and treat all students as individuals. We recognise and celebrate different abilities, aptitudes and interests, and believe that everyone can develop through dedication and hard work. Our aspiration is to have the best behaviour, conduct and manners of any school in the country, whilst recognising that children learn and grow at different rates as they become responsible citizens.

We look forward to welcoming you into our school community.

Kathryn Rhodes

Staff Wellbeing and Professional Development

The wellbeing of our staff is incredibly important to us. We recognise that our staff are our greatest resource and therefore invest considerable time and energy into listening to colleagues and acting on feedback.

All staff have the opportunity for an annual CPD conversation with the headteacher. This gives them the chance to talk through what they are currently working on and understand how the school can support them with their own development.

Our CPD menu is extensive with bespoke courses that support career progression. Our 'Paths to Excellence' bring together colleagues from across the Trust to collaborate and learn from others. There are four courses to choose from:

- Excellence in the classroom,
- Excellence in curriculum leadership,
- Excellence in inclusion,
- Excellence in leading people and processes.

Tapton also has a Wellbeing and Workload Charter which is regularly updated and informs decision making across the school. Each year we have a staff wellbeing day in November where staff have a day off and we encourage them to do something that supports their mental health and wellbeing. Our staff retention figures are high and turnover is low.

Learning Development

A culture of excellent teaching and learning is at the heart of everything we do at Tapton.

Everyone's learning matters to us and we are proud to make a difference to the personal development of our students. We have high expectations and we know that learning goes hand in hand with relationships and trust. We make learning exciting, engaging and inspirational. Quality first teaching has been proven over and over again to have the biggest impact on student attainment and outcomes, we therefore invest heavily in staff development.

Learning is not the sole preserve of the classroom. Learning outside of the classroom is of equal value. Through this we foster a lifelong love of learning and the independence and flexibility our students need to embark upon a bright future.

Our staff work together as a professional community to ensure the best outcomes for all. We recognise that we are all learners with the capacity to develop and improve. Our teachers collaborate to form a shared understanding of what great teaching and learning looks like.

Our Teaching and Learning Principles have been developed by our teachers in collaboration with colleagues from across Tapton School Academy Trust. They inform our professional development programme and help us evaluate our lessons. They can be found on our website here: [Tapton School - Learning at Tapton](#)

The Role

The Headteacher and Governing Board are seeking to appoint an Admin assistant-Inclusion support to join Tapton School

Job Description	
SCHOOL	TAPTON SCHOOL
POST TITLE	LIBRARY MANAGER
SALARY RANGE	BS2.5 Grade 4 actual salary: £20226-£22149 37 HOURS PER WEEK 41 WEEKS PER YEAR
RESPONSIBLE TO	DIRECTOR OF ENGLISH
RESPONSIBLE FOR	
HOLIDAY AND SICKNESS RELIEF	
PURPOSE OF JOB	The Library Manager plays a central role in developing, implementing, monitoring and reviewing aspects of the library to support student learning and achievement. The Library Manager will work closely with teachers and the inclusion team in ensuring students are responsible for their own learning and make the most of the resources around them in order to achieve excellence.

Responsibilities

The postholder must at all times carry out his/her responsibilities within the spirit of Tapton School Academy Trust Policies and Procedures, in particular the Trusts Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Oversee the general organisation and day to day management of the Library
- Manage the school's computerised library system, using data from this to inform future plans
- Liaise with book suppliers and other external services e.g. Sheffield public libraries, museums, galleries and authors
- Take responsibility for an annual budget of approx. £5000, selecting, purchasing books and other resources for the Library
- Participate in professional development activities to develop your own knowledge and understanding

SUPPORT FOR STUDENTS/SUPPORT FOR TEACHERS

- Create a welcoming and inviting library for students to read and study
- Supervise students when using the Library and give advice to students where appropriate within contracted hours including before and after school and at break-times and lunchtimes
- Support the development of independent reading and learning
- Monitor students using the Library during directed study and under exam conditions
- Support students and other staff in homework clubs
- Prioritise and monitor the engagement of disadvantaged students with the library
- Deliver induction for students visiting the Library at the start of each year, encouraging all to make use of the facility
- Share your passion for reading and promote a love of reading throughout the school community
- Create book displays, including accessible reviews to inform student choices
- Listen to students read aloud as part of our regular reader programme
- Responsible for display of materials and to offer support to teaching colleagues
- Liaise with departments over subject specific books and resources, compiling and sharing book lists
- Co-ordinate and train volunteers to help in the Library over lunchtime, break time, before and after school
- Promote the Library as a centre for student engagement through programme of extra-curricular activities and clubs
- Enable all students and staff to make use of the library, sharing expertise and supporting all to find what they need

SUPPORT FOR THE SCHOOL

- Organise World Book Day activities each year in conjunction with the English Department
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person

- Contribute to the development of policies and practices which promote positive behaviour, social inclusion and emotional wellbeing
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Recognise own strengths and areas of expertise and use these to advise and support others
- Attend and participate in relevant meetings as required, including network meetings with other library staff across the Trust
- Participate in training and other learning activities and performance development as required

To undertake any other duties and responsibilities, which do not change the character and purpose of the post as, may be determined after negotiations between management, the postholder and appropriate trade union.

The Person

The successful candidate will demonstrate the following:

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	(e.g. Interview, Application form, test, assessment, etc)
A genuine love of reading and knowledge of a wide range of texts	Application form/Interview
A desire to make a positive difference to the lives of young people	Application form/Interview/References
A good understanding of the importance of appropriate and effective use of the Library	Application form/Interview
Good computer skills	Application form
Good communication skills	Application form/Interview/References
Effective organisation and ability to manage own time and workload	
An ability to create engaging displays	
The ability to work independently, co-operatively and collaboratively at all levels	Application form/ Interview
Experience/Qualifications/Training etc. (if any)	
Experience of working in a learning environment	Application form
Good all-round education	Application form
Willingness to undertake and training necessary in the pursuit of continuous professionals' development	Interview
Work Related Circumstances (including Working Conditions)	
<p>Tapton school is committed to safeguarding students.</p> <p>Student safety and promoting the welfare of our students is our primary concern.</p> <p>We adopt a holistic culture of care and expect all our staff to share this commitment.</p> <p>We value everyone, care for each other and strive to achieve excellence</p>	
The post holders must have integrity and the ability to handle sensitive and confidential material in a professional manner.	Application , Interview , References



How to apply

Applications for this role are via the TES website.

If you wish to arrange a visit to Tapton to look round the school and find out more please email ssimmons@taptonschool.co.uk

The closing date for applications 9.00AM Monday 12th June 2023

Interviews to be held shortly after

Please note:

- References for short-listed candidates will be requested before the interview.
- Successful applicants will be required to undertake a DBS Enhanced Disclosure check.
- An online google search will be carried out on shortlisted candidates