

# Library Assistant



Oasis  
Academy:  
Hadley

# Welcome

Dear Candidate,

A warm welcome and thank you for your interest in the position of **Library Assistant** here at Oasis Academy Hadley.

This is a unique opportunity for a skilled and experienced leader looking to join our Leadership Team at Hadley. We are one of 52 academies which form part of Oasis Community Learning, a well-established Trust with a great reputation for supporting and developing staff.

I hope you find the information pack helpful. If you would like to know more about us, check out our website [www.oasisacademyhadley.org](http://www.oasisacademyhadley.org).

If you have any further questions about the role or would like to visit us in person prior to applying, please contact the HR team on 020 8804 6946 or by email [Hadley.hr@oasishadley.org](mailto:Hadley.hr@oasishadley.org)

If you think this role could be for you, please complete the Application and Equal Opportunities monitoring form linked to the job advert on our website or email it to: [Hadley.hr@oasishadley.org](mailto:Hadley.hr@oasishadley.org)  
CVs will not be accepted for this role.

The deadline for applications is 12pm noon on **Friday 24<sup>th</sup> February 2023**. Interviews will take place **w/c Monday 27<sup>th</sup> February 2023**.

Wishing you well and looking forward to hearing from you.

Yours sincerely

Zoë Thompson  
Principal



# About Oasis Academy Hadley

Oasis Academy Hadley is a great place to work and learn. We are an all-through family school, where children at every key stage from ages 2 to 19 learn well and make good progress.

We pride ourselves on being inclusive and championing the gifts and talents of every individual. The happiness, care and wellbeing of all our children is central to our approach and enables everyone at Hadley to thrive in a safe and secure environment.

We have an established culture of high expectations, where children are taught well and encouraged to develop both academically and culturally. Having such a well-rounded learning experience is central to our purpose as it is this that enables our children to be aspirational for themselves, their families and their community. By nurturing a positive mindset we build children's confidence to be successful whichever path they choose.

Being an all-through school means that many children are with us for the majority of their formal education and do stay on into our very popular Sixth Form where each year, approximately 95% go onto university with 85% going to Russell Group and top third Universities which are some of the best in the world.

Hadley has a track record of great achievements and is an inspirational place to learn and work. Throughout all phases of our Academy we have a team of skilled and dedicated staff with a great deal of expertise who are committed to securing the best outcomes. To achieve this, we place a great deal of importance in continuing professional development and we have an established leadership development programme.

Oasis Academy Hadley is one of 53 Academies who form part of the Oasis Community Learning. Each Oasis Academy and the services behind them, are committed to creating exceptional entitlement that ensures that all children have real choice in their lives.

# About the Library

Our Library is a unique, popular, and thriving hub at Hadley which is open every day. Our Library is a welcoming and safe place to read, learn and study and always has a member of staff on hand to support and encourage children to be the best they can be.

Our library is open before and after school and throughout the day (during term time from 7:30am to 6pm.) Our Children in both primary and secondary phases use the library to read, carry out independent study as well as home learning. Part of the library area is also used for intervention lessons for children who are new to the English language.

Our school library encourages curiosity, innovation and problem-solving. It is integral to the cultural and social life of the school. It is a central point for all kinds of reading, cultural activities, access to information, knowledge building, deep thinking, and lively discussion.

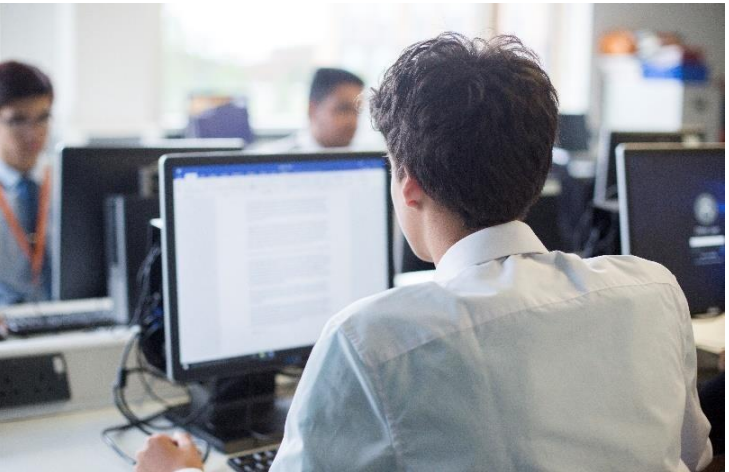
Our library holds many written texts both fiction and non-fiction, as well as study texts and guides. All children from Reception to sixth form age, as well as key staff are provided with their own Horizons iPad where they can access online texts. Hence, there is also a large online library consisting of many thousands of books that both staff and children can access with their Horizons Apple iPad. The library area also has desktop computers to compliment the use of the Horizons iPads.

In addition to study, our library hosts sessions for visiting authors and poets, which are popular events attended by our children, who celebrate and explore the written word in its many forms.

Our library is staffed by a Library Reading Champion and a Library Assistant who are true reading champions and create an environment which welcomes and caters for our diverse readers and learners. This enables the library to be open and accessible throughout the day including breaktimes and lunchtimes when it is especially busy.

Teachers at Hadley really appreciate the guidance and support of our librarians and work in partnership to support and promote reading and literacy throughout the academy.

# About Oasis Community Learning



The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ.

This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul.

**The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on**

**[www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org)**

# Job Description

## Role:

Library Assistant

## Accountable to:

Library Reading  
Champion, Library  
Projects Coordinator,  
Principal, Academy  
Leadership Team.

## Grade:

Support Staff Scale 3 (Outer  
London) 5-7 which is  
currently £21,240 - £21,947  
(actual).

Plus Local Government  
Pension Scheme

## Key Relationships:

Academy Leadership Team;  
relevant teaching and  
support staff; students;  
partner professionals;  
parents; local community;  
other Oasis Academies and  
Oasis Community Learning  
central staff

## Location:

Oasis Academy Hadley,  
Ponders End, Enfield,  
EN3 4PX

## Working Pattern:

39 Weeks a Year, 37 Hours  
a Week.

The Library is open Monday  
to Friday from 7:30am –  
6:00pm. You will be  
required to work on a rota  
basis within these hours as  
directed by the Line  
Manager and Principal.

## Job Purpose:

To assist the Library Reading Champion (LRC) in promoting and developing the Library in order to provide an efficient service to students and staff which supports learning and teaching.

## Responsibilities:

1. To contribute to the Library for students and staff within the Academy
2. To facilitate the extended opening of the Library after school hours.
3. To promote and safeguard the welfare of children you teach or come into contact with.
4. To encourage and promote a love of reading to children of all ages and abilities
5. To help develop and promote the library in a way that engages children with the written word in a variety of different contexts.
6. To assist the LRC in hosting regular events which are fun, interesting, and engaging.
7. To safeguard the welfare of children you come into contact with

## Outcomes:

### 1. Strategic Development and Academy Development

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- To raise student achievement by developing outstanding practice in liaison with a class teacher as part of a class or faculty team.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

### 2. Specific Duties

- Carry out general duties in the Library, including issue, renewal and return of stock.
- To use the Accessit management system on a regular basis to circulate the books.
- Register new members by entering data into Accessit, ensuring accurate information is maintained in accordance with the Data Protection/Freedom of Information regulations.
- Assist the Library Reading Champion with tidying the space after classes and workshops.
- Assist students to access and print online resources
- Delivering the Academy's Accelerated Reading scheme to Primary students.
- To run and assist with lunch and after school clubs.
- Register new members by entering data into the Library computer system, ensuring accurate information is maintained in accordance to the Data Protection/Freedom of Information regulations.
- Carry out shelving, checking condition and ensuring stock is tidy.
- Process stock for shelves and to carry out routine maintenance, including minor repairs, labelling and jacketing.
- Carry out catalogue stock using the Library software.

- Assist teachers and students with routine enquiries, including checking the Library database and locating items on the shelves.
- Guide and assist children, students and staff in the selection of resources to undertake specific work and help in making effective use of identified resources
- Advise children, students and staff on the choices of literature and materials for leisure needs, compiling book lists where required.
- Assist children, students and staff on the use of new resources within the Library
- Process reservations: check overdue notices for overdue items and to carry out shelf checks as required.
- Assist the LRC with the supervision of students in the Library
- Ensure that, in the absence of the LRC, the Library complies with all aspects of Health and Safety in order to protect staff and students.
- Provide information to teachers on resources available and assist in selection of resources for specific activities.
- Help the LRC with communication with the Hadley Staff Reading Champions
- Assist our Sixth Form in finding and incorporating relevant Literature into their essays
- Ensure the Library space is maintained to a high standard so that it is versatile, welcoming, attractive environment for all users.
- Classify and catalogue all library resources using the library management information system organising resources so that they are easy for users to find.
- Assist the LRC in researching and purchasing new texts to keep the reading material current and exciting.
- Assist the LRC promote the Library through displays, talks and events within the Academy.

### **3. Student Well-Being**

- Assist in the management of students.
- Work with individual and groups of students to encourage them to achieve greater independence and self-confidence.
- Help with escorting students on educational visits and participate in extra-curricular activities as required.
- Develop positive partnerships with parents and carers.

### **4. General**

- Attend training including the Academy's Training Days.
- Attend team meetings
- Carry out routine administrative tasks
- Participate in the Academy's Performance Management process

# Person Specification

|   | Essential   | Desirable  |
|---|---|--|
| Qualifications                          | <ul style="list-style-type: none"> <li>GCSE English and Maths at A*-C or level 2 equivalent</li> </ul>  |  |
| Experience, Knowledge and Understanding | <ul style="list-style-type: none"> <li>Commitment to ensuring access to the curriculum for all children</li> <li>Ability to motivate and encourage children to meet their targets for learning</li> <li>Knowledge of behaviour management strategies and an ability to maintain good discipline</li> <li>Knowledge and understanding of safeguarding</li> <li>Knowledge and experience of using ICT</li> <li>Ability to write reports and keep records</li> <li>Understanding of the practical application of Equal Opportunities in an Academy context</li> </ul>  | <p>Experience using Library Management Software</p> <p>Relevant experience of working with children across the 3-18 age range.</p> |
| Personal Qualities                      | <ul style="list-style-type: none"> <li>Good organisational skills, ability to show initiative</li> <li>Good communication skills</li> <li>Good ICT skills</li> <li>Ability to work as part of a team</li> <li>Ability to reflect</li> <li>Ability to demonstrate patience with firmness.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>Be able to maintain confidentiality</li> <li>Emotional resilience in working in a range of challenging situations</li> <li>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> </ul> |  |

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder 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.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **Explanatory Notes**

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible.

### **Safeguarding Children**

We are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced checks.

### **Disclosure and Barring checks**

- Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary depending on the nature of the post.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- If you are currently working with children in any capacity, your current employer will be asked about disciplinary offences, including those related to children (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children.

### **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully.

All candidates invited to interview must bring original copies of the following documents:

- Documentary evidence of right to work in the UK
- Evidence of identity that satisfies DBS requirements such as a current driving license and/or a passport and/or a full birth certificate and any documentation evidencing a change of name
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.
- Documents confirming any qualifications that are necessary or relevant for the post.

We will seek references on shortlisted candidates and will approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and welfare of children, including:

- Motivation to work with children
- Able to form and maintain appropriate relationships and personal boundaries with children
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK and receipt of at least two satisfactory references
- Verification of identity and qualifications and professional status such as QTS Status, NPQH (where required)
- Satisfactory Disclosure, Barring Service check
- Satisfactory completion of a Health Assessment and completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### **For teaching posts**

- Verification of a successful statutory induction period (for those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.