

The people behind  
the magic.



**RYBURN**  
VALLEY HIGH SCHOOL



JOIN OUR TEAM

# Assistant Librarian

**Band:** C ,NJC points 4 - 6

**Salary:** Full Time £23,114 – £23,893, Actual £18,668 - £19,298

**Hours:** 35 hours per week term time plus 2 days

**Closing Date:** 1<sup>st</sup> September

**Interview:** tbc

**Start Date:** Depending on notice period



JOB PACK 2023

**Together**  
Learning Trust



# A colourful world.

Welcome to **Ryburn Valley High School**. We're a thriving and vibrant school, in a well-equipped, modern building with a truly stunning setting looking out across the Calderdale hills. Our core purpose is to inspire students with a love of learning, a zest for life and a genuine confidence to excel in a colourful world.

Ryburn is a really special school with a well deserved reputation for providing an education which develops students' character and passions as well as strong academic results. Our students are continually described as showing exemplary behaviour and kindness.

A true comprehensive, Ryburn has over 1500 students from 11-18 with a broad spread of backgrounds and levels of attainment, including ~20% on FSM and a higher than average number of students with SEND. Ryburn is the first choice school for many students who may have considered the local grammar schools, and is closely involved with the local community. Whilst many school sixth forms in the area have closed, Ryburn Sixth continues to offer a high quality 16+ provision with A-levels and vocational courses and a high level of individual support.

We are particularly proud of our student leadership, creative arts and sporting achievements. Our innovative 'iD' curriculum for PSHCE uses literature and experience-based learning to explicitly develop a range of qualities such as empathy and resilience as well as boosting literacy and has earned us the recognition of the Character Kitemark Plus. Whatever their strengths, we give students countless opportunities to shine.

We do all this through our amazing staff, in and outside the classroom, and across the trust. Staff who put passion, care and creativity at our heart, backed up with highly effective teaching strategies, and underpinned with mutual support and collaboration. Schools can be intense places to work and we always aim to put 'staff first', recognising that a focus on staff wellbeing and development benefits everyone.

Join the Ryburn family, where everyone is supported and challenged to excel.

## KATH PARKER, EXECUTIVE HEADTEACHER



*Ryburn Valley High School provides a strong, vibrant and welcoming community. Pupils swell with pride when they talk about their school. They told inspectors about the opportunities they get to develop their confidence and resilience.*

**- OFSTED REPORT 2022**

### EXPLORE MORE



[www.rvhs.co.uk](http://www.rvhs.co.uk)



[ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)



[@RVHS\\_school](https://www.instagram.com/RVHS_school)



# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving local group of six schools, three secondary and three primary, inspiring over 5300 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Assistant Librarian

We are seeking a passionate Assistant Librarian who will assist our wonderful students, and help to promote a life-long love for literature...

### What we're looking for

Someone to:

- Support the efficient day to day running of the library.
- Assist the Librarian in promoting and developing the Library in order to provide an efficient service to all members of the school community.
- Help users to find resources that meet their needs
- To enable students to access the Library before and after school and during lunchtimes
- Provide administrative support and help keep the library organised.

### What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- West Yorkshire Pension Fund
- Free Parking
- An onsite Gym
- Employee assistance programme
- Regular well-being activities
- Regular social activities and sport
- Collaboration with Trust colleagues in similar roles
- Cycle to work scheme

### What the role involves in a nutshell:

You will be in the heart of the school dealing with students on a daily basis, such as helping them find the right reading materials, or helping them access and use the library system to search for resources. Your organisation and administrative skills will come in handy when you are cataloguing resources, administering returns and reservations of stock, raising invoices and using the booking system. This is a varied and rewarding role; you'll also get involved in assisting with the provision of support for reader development, including Accelerated Reader (or equivalent), author visits, books fairs and other events, including making Christmas trees with books and creating fabulous displays!

If our school sounds like a place in which you could really make a difference, then we'd love to show you around and tell you more about our wonderful school.

## JOB DESCRIPTION

# Assistant Librarian

<b>Salary</b>	Band C, NJC Scales 4 - 6
<b>Contract</b>	Term-time Only plus 2 days, 35 hours per week
<b>Reporting to:</b>	Librarian

### Main Purpose

- To assist the Librarian in promoting and developing the Library in order to provide an efficient service to all members of the school community.
- Literacy support of students in small groups or one to one

### Main Duties and Deliverables

- Maintain an up-to date knowledge of the Library management system and support staff and students using the system to search for resources
- Help users to find resources that meet their needs
- Issuing, returning and reservation of stock
- Carry out efficient and accurate shelving of stock and maintain good shelf order
- Process newly catalogued resources ready for shelving and repair material as necessary
- Withdraw stock from the catalogue under the direction of the Librarian and assist with stock checks
- Provide printing support
- Assist with the management of the stationery shop including ordering and managing new stocks, recording sales and dealing with cash
- Assist with the supervision and training of student librarians
- Provide basic IT assistance to students and staff and refer more complex problems to IT staff
- Assist with the creation of displays
- Promote a positive learning environment within the Library and follow guidelines on behaviour
- In the absence of the Librarian maintain the efficient operation of the Library
- Assist with the provision of support for reader development, including Accelerated Reader (or equivalent), author visits, books fairs and other events
- Management of the overdue system, including raising invoices
- Use the computer booking system
- Contribute to the upkeep of a tidy, secure and well-maintained Library
- Undertake staff development and training as appropriate
- Assist with general administration duties as required
- Act as casual first aid support
- Undertake other duties of a similar level and responsibility as required
- Provide one to one or small group literacy support to students
- Treat all students fairly, consistently and without prejudice
- Support the ethos, vision, principles and values of the school
- Support the of the school by upholding the code of conduct, uniform rules etc
- Treat colleagues, students and all members of the community, with respect and consideration
- To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage students to follow this example
- Supervise students on visits, trips and out of school activities as required
- Read and adhere to be various policies of the school and implement school development plans.
- Be proactive and take responsibility for matters relating to health and safety

## Expected Behaviours

- Work collaboratively as part of a team and develop positive working relationships with colleagues.
- Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors.
- Work with your line manager to develop and implement a professional development plan
- Use feedback and personal reflection to improve his or her own working practices
- Understand how the role supports the quality of teaching and learning
- Understand the roles of external agencies and how to work with them as required
- Undertake work in an accurate and timely manner
- Answer telephones promptly and with a respectful and professional manner
- Be familiar with all policies and procedures that are relevant for the role
- Seek support as needed
- Know the limits of the role and when to refer people or issues elsewhere
- Maintain confidentiality at all times
- Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures
- Maintain a safe working environment for yourself and others

## Other specific duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Safeguarding

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that **it is an offence to apply for the role** if you are barred from engaging in regulated activity relevant to children.

## PERSON SPECIFICATION

To be assessed through application, reference, interview and certificate



CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Level 2 English and Maths (GCSE or equivalent)	✓	
<b>Experience</b>		
Experience of working to deadlines	✓	
Experience of working in a busy environment	✓	
Experience within an administrative role	✓	
Previous experience of working in a school environment		✓
Previous experience of working with or supporting young people		✓
<b>Skills and Knowledge</b>		
Interest in literature	✓	
IT literate with competence in Microsoft Office suite and online services and ability to learn library management systems	✓	
Ability to develop good behaviour management skills	✓	
Good analytical and research skills	✓	
Good organisational skills	✓	
Good prioritising skills	✓	
Effective, good communication with both adults and children	✓	
<b>Personal Attributes</b>		
A love of books and reading and an enthusiasm to share this	✓	
Strong focus on excellent customer service, with a calm, positive and helpful approach	✓	
Ability to establish and maintain excellent professional relationships with students, staff and external partners	✓	
Able to take ownership of tasks and work with minimal supervision	✓	
Excellent attention to detail	✓	
Can plan, prioritise, organise effectively	✓	
Personal commitment to continuous learning and development	✓	
Genuine commitment to improving the quality of provision for students & supporting every student to be the best they can be	✓	
Committed to ensuring the safeguarding and welfare of all students	✓	

## HOW TO APPLY

If you're ready to apply, please complete our application form and return it to [m.thorley@rvhschool.co.uk](mailto:m.thorley@rvhschool.co.uk), by the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2022.