



LIBRARIAN

City of Derby Academy

Permanent

37 hours per week 39 weeks per year

Scale 5 £22,415-£24,407 pro rata (£26,421 - £28,770 FTE)

QEGSMAT are seeking to appoint an enthusiastic Librarian to join our hardworking team at City of Derby Academy.

You will be someone who can promote, review and support the reading culture of the school by managing and maintaining the library as a resource and a learning environment. The library has benefitted from significant investment recently, and we are looking for someone who will continue to develop this welcoming space during both lesson and social time.

Our vision for the library at City of Derby Academy is for it to be the heart of the school's 'reading for pleasure' ethos and a space where pupils feel comfortable and confident. It is vital that our librarian shares this vision and is able to promote a love of reading and learning. As the school librarian, you will also support a team holding reading intervention sessions with individuals and small groups of students. The librarian will also be responsible for managing the library stock including: growing the current library stock, managing loans using our library management system, reviewing borrowing trends and library usage.

While an experienced librarian is desirable, for the right, enthusiastic and passionate candidate, training can be provided.

We serve a very diverse community with over 30 home languages. The school's vision is "improving the life chances of all students". We aim to achieve this through a broad, balanced and ambitious curriculum that enables students to achieve the best academic, technical and vocational outcomes possible. Moreover, we continually strive to develop our students' character through our core values of *Respectful, Responsible and Ready to Achieve* which underpin everything we do, every day.

City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450. Further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit our Trust Website <https://qegsmat.face-ed.co.uk/vacancies> where you can apply via Face Ed.

Closing date for applications:	3 rd March 2024
Interview date:	w/c 11 th March 2024
Salary:	Scale 5 £22,415-£24,407 pro rota (£26,421 - £28,770 FTE)
Potential Start date:	ASAP



JOB DESCRIPTION

Post Title:	Librarian
Reporting to:	Assistant Headteacher/Whole-School Literacy Co-ordinator
Responsible for:	Library
Scale:	Scale 5 £22,415-£24,407 pro rota (£26,421 - £28,770 FTE)
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST

Main Duties

- Be influential in improving the life chances of all students by supporting the review and development of the reading culture at CODA.
- Encourage, promote and manage the students' use of the library and all its resources both in lesson and social time.
- Plan and implement the successful development of the library in co-operation with the line manager and the senior leadership team.
- Ensure that the library is a well maintained so it can be utilised as an effective learning environment.
- Manage the behaviour of students using a range of strategies and the school Behaviour for Learning code.
- Oversee the use and discharge of books and other materials, to operate the computerised library management system and undertake associated administrative tasks such as overdue books.
- Be responsible for existing book stock and equipment and the selection of new stock and equipment which will support the curriculum at all key stages throughout the school. This includes keeping the stock in a state of good repair and in good order on the shelves. Refreshing stock and replacing them with modern relevant equivalents as funds allow. This also includes the financial management of the library resource budget.
- Facilitate teaching and support staff in any way that enhances learning opportunities.
- Support and lead students either in classes, small groups or individually, by collaborating with the Literacy Co-ordinator/Head of English/SENCO/DSENCO or whoever is using the library. This is to include after school clubs.
- Support the Literacy Coordinator, Head of English, SENCO and DSENCO with the use and monitoring of online resources, e.g. Bedrock.
- Review and develop a team of pupil librarians to help with clerical duties.

- Work with the Careers team at CODA to maintain effective careers resources.
- Promote the library at school community events (i.e. Open Evening etc.) to enhance the public perception of the school as a dynamic provider of educational opportunities.
- Undertake any reasonable tasks, specified by the line manager, which raise awareness of the importance of books and reading.
- Such other duties as the Head teacher or Governors may from time to time require.



PERSON SPECIFICATION- LIBRARIAN

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths A* - C or equivalent 	<ul style="list-style-type: none"> A relevant qualification in librarianship or a member of the Chartered Institute of Librarians. 	<p>Application form</p> <p>Certificates</p>
Experience	<ul style="list-style-type: none"> Experience of working with IT databases and proven ability to learn new systems. 	<ul style="list-style-type: none"> Working in a school environment Experience of the ECLIPES library management system 	<p>Application form</p> <p>Interview</p>
Skills	<ul style="list-style-type: none"> Good organisational skills Ability to supervise children, and adhere to defined behaviour management policies Ability to assist students and foster their independence Ability to liaise and communicate effectively with colleagues Ability to work with guidance, but under limited supervision 	<ul style="list-style-type: none"> Carry out quality assurance of library services e.g. through pupil voice and surveys 	<p>Application form</p> <p>Interview</p> <p>References</p>
Knowledge	<ul style="list-style-type: none"> The importance of reading Behaviour management strategies Equal opportunities Safeguarding 	<ul style="list-style-type: none"> Library procedures and systems School accountability and Ofsted's focus on reading 	<p>Application form</p> <p>Interview</p> <p>References</p>
Personal qualities	<ul style="list-style-type: none"> A love of reading and learning Ability to work flexibly in order to meet the demands of the job Enthusiastic, hardworking and assertive Excellent attendance and timekeeping record Ability to meet deadlines and respond to unplanned situations 		<p>Application form</p> <p>Interview</p> <p>References</p>

	<ul style="list-style-type: none">• Ability to work as part of a team and on own initiative• Self-motivated with the ability to multi task• Commitment to the highest standards of child protection• Desire to enhance and develop skills and knowledge through Continuous Professional Development		
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