



Francis Baily Primary School



Application Pack
Assistant Librarian

WHAT WE BELIEVE

At Francis Baily, we are unapologetically focused on children achieving fantastic outcomes, and are committed to fostering an inclusive and nurturing environment where every child is valued, supported, and empowered to thrive. We are dedicated to ensuring every child achieves and reaches their full potential. We employ staff who embody this and strive to ensure all children leave school with the best life chances.

Our school is based around six core values—resilience, aspiration, respect, curiosity, courage and collaboration. These are at the core of everything we do and underpin our teaching and learning.

The school's curriculum is rich in knowledge because we believe knowing things provides a foundation for being able to do things. It is underpinned by our mission to create independent, confident learners who aspire to improve every single day, and develop a sense of their place in the world.

As a school we are clear about the journey ahead and staff are committed to working together.

Learning in the classroom is structured around our 7 Principles for Learning (PfL), which are central to the way children learn. This is supported by a toolkit to ensure staff understand the research informed practice and adopt our PfLs as their own.

We value staff time and prioritise staff wellbeing in all decision making. Staff are provided opportunities to develop and lead fulfilling careers both within the school and within the Equinox Learning Trust.

If you are a dedicated and have a passion to ensure children are given the best life chances with every child achieving, then we would welcome your application to be part of our team at Francis Baily.



LETTER FOR APPLICANT

Dear Applicant

Thank you for your interest in our vacancy for Assistant Librarian. We are a friendly and collaborative school and would be excited to welcome a forward-thinking and passionate Librarian to the team.

This position is suitable for experienced staff as well as people with limited experience and has a start date of September 2024 (INSET days 29 and 30 August 2024).

Francis Baily has and continues to be on an improvement journey. Most recently within the implementation of the Read Write Inc, Talk for Writing and Mastery Readers scheme within school. As a school we have high aspirations and expectations to improve the outcomes for children.

A successful candidate must have the desire and commitment to provide exceptional life chances for all children when they leave the school in Year 6. As well as a passion for books and reading and a wide knowledge of books to inspire the children of Francis Baily to read and develop an excitement for reading in school.

With over 17,000 books within the school the library is an integral part of the reading journey of children within Francis Baily. With weekly visits to the library, student librarians, author visits and much more children are at the centre of the library and is essential for developing a passion and excitement in reading for all children.

Staff are supported with additional training within the school. We encourage staff to gain additional qualifications and develop their skills within this role

and beyond.

If you're undecided about applying, we would love to welcome you for an informal visit at your convenience. If you would like to discuss this or any possible job opportunities at Francis Baily please contact the school office at office@francisbaily.co.uk to arrange a suitable time.

If you've already decided to apply, applications are via our application form with supporting statement available from our website. Please also provide us with the names, addresses (including email) and telephone numbers of two appropriate referees. Please submit completed applications by email to office@francisbaily.co.uk.

Applications must be received by
Friday 28 June (9:00am)

Interviews to take place on Thursday 4 July

Yours faithfully



Miss E Hobbs
Headteacher

Job Title: Librarian Assistant

Salary: Pay Scale D

Hours: 5 days per week | Term time only (15-20 hours)

Contract: Part time | Permanent

Required for: September 2024

WHY WORK FOR US?

...because we support and value our staff!

Professional development at Francis Baily is centred on investing in individuals. We spend well above the national averages on professional development and support apprenticeships, diplomas and additional programmes to support individuals developing. Our aim is to help every member of staff be the best they can be.

Evidence-based inset programme has a real impact on teaching and learning across the school. We encourage support staff to engage with this programme to continue their own development and have a secure understanding of the school and the teaching and learning.

An unwavering focus on learning is at the heart of everything we do. We remove as many barriers as we can, administrative or otherwise, to keep learning at the top of everybody's agenda.

Staff Learning Hub: access to specialist training platforms online along with a structured professional growth conversation for all staff. This is matched by our teaching and learning toolkit and we are developing a digital Professional Development Hub, open to contributions from all.

Career Opportunities arise frequently in large schools and we actively seek to help our support staff develop their careers

Our new staff programmes are bespoke for all new staff which includes training and other opportunities across the school.

Staff Perks include a cycle to work scheme with a tax free allowance, protected team PPA time, learning visits to other schools, access to a leisure centre within the Trust (with discounted memberships) and an active social committee. We have a number of other benefits including free flu jabs and Office 365.

In addition to this, we offer membership of the Local Government Pension Scheme. Childcare vouchers, through the Government scheme, can also be offered.

Well-being is prioritised for staff. With this staff have success to the Employee Assistance Programme, a Trust counsellor as well as events organised by the well-being committee within school.

Should I apply? We value diverse backgrounds, life experiences and perspectives and have a supportive and inclusive organisational culture. We would like our organisation to be representative of our community and the users of our services and welcome applications from candidates from all backgrounds.



JOB DESCRIPTION

Main Purpose

- To support the headteacher and English Lead in the day to day running and administration of the library
- Help provide a well organised, efficient, and welcoming learning environment for staff and pupils at Francis Baily Primary School.
- Dealing with front line pupil and staff enquiries and assisting in delivering the face-to-face library service to all users including issuing and discharging resources and answering queries.

Main Duties and Responsibilities

- Counter duties including issuing, returning, and reserving of books using the school's library management system
- Accurate shelving of stock and shelf tidying (some heavy lifting may be required)
- Processing new resources i.e. jacketing, labelling and spine labelling, and undertake stock repairs
- Stock maintenance e.g. stock checks
- Promoting the use of resources through displays and current awareness bulletins for staff
- Administering the library booking system
- Answering enquiries from users
- Supporting users in locating resources and in using the Dewey classification system
- Introducing new users to the library
- Supporting pupils with basic IT problems e.g. printing, scanner and queries relating to Microsoft Office, and liaising with IT team regarding computer faults
- Supporting various book clubs
- Support with library lessons along side the teachers
- Training and supervising pupil librarians

- Take responsibility for day-to-day health and safety and fire evacuation procedures
- To undertake other duties and training as required appropriate to the post

Additional Responsibilities

- Classifying and cataloguing new resources
- Supporting the Accelerated Reader Programme: reader development – advising users on books and resources and developing a personal current awareness of stock
- Delivering the library induction programmes.
- Responding to requests from subject leaders relating to library stock.
- Organising book and author events.
- Supervise the library including during lesson time, at break, lunch, and after school.
- Dealing with fines and other library income.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How identified
Qualifications & Training			
Basic literacy and numeracy skills	✓		Application Form
Willingness to undertake continuing professional development	✓		
GCSE Maths and English (Grade A-C or 4-9) or equivalent		✓	
Professional qualification in librarianship, information management or information science		✓	
Experience			
Experience of supporting others within a team	✓		Application Form and Interview
Experience of working with children		✓	
Able to motivate and encourage pupils	✓		
Ability to have a flexible approach to tasks	✓		
Knowledge & Abilities			
Good basic IT skills	✓		Application Form and Interview
Ability to demonstrate confidence, resilience and perseverance	✓		
Ability to engage with children and to find ways to support children in reading	✓		
Knowledge of library software such as Student Librarian		✓	
Knowledge of different texts children could access in reading for pleasure or for quality texts to support class teachers	✓		
Ability to manage and disseminate information in a range of different media	✓		
Values			
Professionally discreet and maintains confidentiality at all times	✓		Application Form and Interview
Awareness of, and ability to promote, the schools social inclusion policies and practices	✓		
High expectations of pupil behaviour and achievement	✓		

CONTINUED

Criteria	Essential	Desirable	How identified
Personal Qualities			
Professional and well-presented	✓		Application Form and Interview
Clear communicator	✓		
Good organisational ability	✓		
Passion for reading	✓		
Enthusiasm for children's literature	✓		
Personal Circumstances			
Must legally be entitled to work in the UK	✓		Application Form and Interview
Nothing in personal background or criminal record indicates unsuitability to work with children / young people / vulnerable / finance	✓		
Safeguarding			
Has appropriate motivation to work with children and young people, and can relate to them	✓		All stages of the recruitment process
Understands the importance of maintaining appropriate relationships and personal boundaries with children and young people	✓		
Displays commitment to the protection and safeguarding of children and young people	✓		
Good knowledge and understanding of safeguarding practice	✓		

APPLICATION PROCESS

Completing Your application

Our application form is available from our website. Please send completed forms to office@francisbaily.co.uk. We are unable to accept application via any other method, including CVs and letters of application.

Please be thorough and accurate when completing your application as we review these forms carefully during the shortlisting and selection process. We advise against generic supporting statements and will be looking for your suitability to this particular role.

Your application will be shared with our appointment panel along with references and any other pertinent information.

Shortlisting

Applications will be reviewed as they arrive, but formal shortlisting will take place through a panel on the stated date. Following this, successful applicants will be invited to interview and asked to confirm their attendance by return.

As with all recruitment rounds, we reserve the right to close the application deadline early so early applications are encouraged.

Online Checks

All shortlisted candidates are subject to an online check with the intention of seeing your publicly viewable digital profile. We may choose to discuss this with you at interview.

Interviews

The interview will take place on one day, and the schedule is designed to assess the competencies outlined in the person specification. All interviews involve an opportunity to tour the school and find out more about us but we welcome visits prior to application.

Deadline: Friday 28 June 2024 (9:00am)

Invitation to Interview: Monday 01 July 2024

Interview Dates: Thursday 04 July 2024


Francis Baily Primary School is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees, governors, trainees and volunteers to share in this commitment.

We seek employees who are keen to contribute to the fuller life of this highly ambitious school. We will consider flexible working requests. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.



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