



**Truro and Penwith
Academy Trust**

Vacancy Information Pack

Job Title:	Librarian and Literacy Champion
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Letter from Chair of Board of Trustees, Application Form, Equality and Diversity Monitoring Form Available here: https://www.stivesschool.net/web/forms_and_information/630943	



Job Title:	Librarian and Literacy Champion
Pay Point / Pay Range:	TPAT Scale Point 6
Full Time Equivalent Annual Salary:	£23,076 pa pro rata
Actual Annual Salary for this Role:	Actual Gross Salary £16,094 / £11.96 per hour
Contract Type:	Permanent
Hours Per Week / Weeks Per Year	30 hours per week, Term time plus 5 Inset days (44.849 paid weeks pa)
Closing Date:	12 midnight on Sunday 6 th October 2024
Proposed Shortlisting Date:	W/B 7 th October 2024
Proposed Interview Date:	W/B 7 th October 2024

✨ Join Our Team at St. Ives School! ✨

Are you a passionate and dedicated advocate for children who believes in the transformative power of an excellent education? Are you passionate about reading and literacy and the incredible positive impact that it can have on the lives of young people? St. Ives School is seeking a committed individual to join the team as our School Librarian. We are committed to fostering an environment where every student receives the highest quality education and support, and we are looking for someone who shares our values and dedication to excellence.

As Librarian, you will play a key role in developing and promoting the library to ensure that all students and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate independent learning, and encourage reading for pleasure. You will be expected to develop a 21st Century library with oversight of opportunities for students to access reading remotely and the promotion of library and love of reading through social media and the School website. You will share our commitment to encouraging all students, but particularly those students from a disadvantaged background, to develop a deep love of reading. Working closely with our teaching teams, you will develop strong positive relationships in order to improve the life chances of our young people.

As part of the Truro and Penwith Academy Trust, our staff benefit from stability, support, and a wide range of opportunities for professional development and collaboration. Joining our team means becoming part of a larger community of educators dedicated to excellence in education.

Located in one of the most beautiful areas of West Cornwall, St Ives School offers the opportunity to live and work in a stunning coastal environment. With close access to picturesque towns and villages, the famous Penwith coastline, and easy access to the A30, our school provides an idyllic setting for both work and leisure.

If you are passionate about every student's right to a good education, dedicated to your own professional development and are committed to inspiring and empowering students, we encourage you to apply for this exciting opportunity to join our team at St Ives School. Come be a part of our journey as we celebrate excellence in education! Apply today and embark on an enriching and rewarding career in one of Cornwall's most picturesque locations.

Please view our website for further details of the school and to download an application pack. Completed forms should be marked for the attention of Mr Simon Horner, Headteacher, and sent to Mrs Cherie Bayfield, PA to the Headteacher at cbayfield@stives.tpacademytrust.org or posted to St Ives School, Higher Tregenna, St Ives, Cornwall, TR26 2BB. Please note that CVs will not be considered.

At St Ives School we see our staff as our most important resource. The successful candidate will have our full support in their ongoing career development.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities. To this end, successful applicants must be suitable to work with children and the following checks will be undertaken prior to employment:

- Enhanced Disclosure and Barring Service (DBS) clearance to include Barred List checks
- Receipt of two satisfactory employer references, one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check
- Evidence of right to work

Due to the importance of this role we intend to interview candidates as they apply, so early application is advised to avoid disappointment. We are unable to accept application by CV.

Further details, job description and application form are available from our school website: www.stivesschool.net

Applications should be returned by email to Mrs Cherie Bayfield:

recruitment@stives.tpacademytrust.org

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

The school offers 26 days holiday (plus bank holidays) on appointment, up to 29 days holiday after five years, a Local Government Pension Scheme and access to the on-site gym outside of school times.

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To find out more about St Ives School, please visit:	www.stivesschool.net
To discuss this position please contact Mrs Kate Jones, Deputy Head:	Email: kjones@stives.tpacademytrust.org Telephone: 01736 795608
Application packs can be downloaded from:	https://www.stivesschool.net
Please email your completed application form and equality & diversity monitoring form by the closing date to:	recruitment@stives.tpacademytrust.org

Please note that successful candidates will be informed via email.

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and pre-employment checks, including enhanced DBS clearance and full reference checks with previous employers.

School Information for Applicants

School Address:	St Ives School, Higher Tregenna, St Ives, TR26 2BB
School Telephone Number:	01736 795608
School Email Address:	recruitment@stives.tpacademytrust.org
Name of Headteacher:	Simon Horner
Website Address:	www.stivesschool.net

Welcome to St Ives School “Every Child, Inspiring Learning, Every Day”

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

Our Curriculum

For further information about our curriculum, please visit our website: www.stivesschool.net.

Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers and volunteers to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name:	Simon Horner
Contact Email Address:	shorner@stives.tpacademytrust.org
Contact Telephone Number:	01736 795608

Please note that CVs will not be accepted.

Application packs can be downloaded from www.tpacademytrust.org/applicationpacks/.

Closing Date:	12 midnight, Sunday 6 th October 2024
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Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s):	TBC
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To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.