

Sixth Form Librarian Harris Clapham Sixth Form (Maternity Cover)

Grade 3 £31,086 - £31,530 Full-Time
Equivalent (Dependent on experience)
+ Performance and Loyalty Bonus + Harris Wellbeing Cash Plan
+ Pension Scheme (LGPS) + Additional Harris Benefits

For a confidential discussion about this post, or for more
information, please

contact info@harrisclaphamsixthform.org.uk and the
Principal (Sarah Heuston) will get in touch.

Job Purpose

Harris Clapham Sixth Form is a unique and exciting 16-19 academy, serving Lambeth and the surrounding boroughs. We are a local academy that is proud to serve our vibrant and diverse South London Community. Our emblem is the eagle, and we invite students to come as they are, and we will help them to soar. At the heart of everything we do lie our values of courage, confidence and commitment (we call this the Clapham Character). As well as a first-class academic experience, we know that students need to develop character to go on to be successful. We help them to develop the courage to step into the unknown and face new challenges, the commitment to their own future which they show through hard work and consistency and the confidence to develop as a leader.

A love of learning and a commitment to the transformational power of education is at our core. We not only aim to empower students with the knowledge and skills that they need to realise their potential, but also help them to develop as leaders and exceptional communicators who have the confidence to challenge and think critically.

The curriculum offers a broad range of facilitating A-levels and a small but high-quality suite of vocational qualifications, taught by outstanding subject specialists combined with a weekly programme of outside speakers; lessons in Cultural Perspectives; sport; supported independent study. Our opportunities for leadership development ensure that our students can make their mark on the world and to have the confidence and integrity to stand up for what they believe in and our PRSHE curriculum supports our students to develop resilience and empathy, as well as building fantastic university and career skills for their brilliant futures.

Our students have a strong sense of pride and benefit not only from excellent subject teaching, but a wide range of extra curricular opportunities, including high quality tutorials that teach them all aspects of personal development, as well as careers advice and guidance and UCAS preparation. They also benefit from exciting enrichment opportunities and our cultural perspectives sessions.

By the time our students leave at the end of Y13, they are ready to make their mark on the world. They are ready to take on the challenges and opportunities that adult life brings, including attending the best universities and securing high quality apprenticeships. We hope that they will become part of our alumni network, and come back to inspire future generations of students.

We want our students to be hugely ambitious, to dream bigger and to realise their aspirations, with the help of great teaching, a rigorous curriculum and a fantastic extra-curricular offer that broadens horizons and sparks curiosity. As well as our curriculum and enrichment offer, our students undertake a cultural perspective each term which opens up new worlds and ways of thinking. Above all, we really believe our students are capable of anything, and we are relentless in supporting them to pursue their ambitions.

This is a unique opportunity to be part of an exciting Sixth Form, building on our foundations as we grow into a larger academy. Our academy is making real difference to the outcomes for students in Lambeth, particularly those from a disadvantaged background: 35% of our students are eligible for FSM and many come from economically and educationally deprived areas. However, they are hugely ambitious, bright and committed to a successful future and we find them really inspiring and exciting to work with.

We work in partnership with the Harris Federation sixth forms and Harris Westminster Sixth Form to make sure students are able to interact with the best universities and employers. We provide students with meaningful opportunities and access to facilities, contacts, experiences, and advice that are not found anywhere else. The Harris Federation has a reputation for quality, securing the highest outcomes and strongest destinations for their sixth form students. Harris Clapham Sixth Form benefits from and adds to the Harris 'offer'. We are an active partner in the Federation, ensuring we work together to give our students the very best.

As the Librarian Assistant, you will be the first point of contact for all visitors to the library, including staff and students. Your responsibilities will include assisting with the management of the library attendance system,

ensuring accurate and timely records. You will provide high-quality administrative support to facilitate the smooth operation of the library, including cataloguing books, assisting with research inquiries, and organizing library events. You will also maintain the library

Reporting to: Assistant Principal

Liaising with: Head of School, Senior Leadership Team, other Coordinators, Subject Leaders, Support staff, Student Support Services, Heads of House, external agencies

Contract terms: Part-time, term-time only, 08:00-16:00pm (7.5 hours paid per day).

Main Areas of Responsibility

- Management, organisation and supervision of the Library (including students using the library facilities, either informally or as part of regulated study) when the Librarian is absent, including:
- Ensure that all learning resources equipment is well maintained, reporting all faults immediately to the ICT team
- Maintain a professional, stimulating and tidy learning environment at all times, including celebrating student achievements
- Liaise with staff, students and leaders as part of the process of ensuring the library is well-stocked with subject-specific texts, references texts, journals, fiction and non-fiction text appropriate for level 3 sixth formers
- Timetabling the use of the library, for group (for example by teachers or sixth-form groups) or individual use, ensuring optimum use of facilities
- Providing guidance to groups and individuals using the library
- Keep appropriate and effective records using academy ICT systems, that will enable efficient management of resources across the academy
- Disseminating information on resources and access to staff and students
- Monitor and evaluate the use of the library, including procedures for collecting data, e.g. Student questionnaires
- To role model written and spoken English to a high standard
- Any other reasonable request in enabling the library to function as effectively as possible.
- Work alongside the literacy lead to promote reading across the academy, including collaborative work with tutors and the organisation of celebration events such as world book day.
- Create the weekly academy newsletter and putting news on the academy website.

Additional Responsibilities

- Undertake such other duties as may be required, commensurate with the level of responsibility of the post, including:
 - Cover reception when required
 - To support the academy leadership group with the administration of the careers programme, including liaison with external careers opportunities and managing and updating records of student engagement with careers opportunities.
 - Provide administrative support to the medical lead and the DSL
 - Provide administrative support in ensuring the website is kept up to date with academy news.
- Participate in training and other professional development learning activities as required
- Promote equal opportunities and celebrate diversity in all aspects of the academy
- Play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example

- Support and attend academy events such as open evening
- Promote actively the academy's corporate policies
- Adhere to the academy's dress code
- Be familiar with and promote safeguarding requirements, demonstrating adherence to the latest dfe guidance 'keeping children safe in education' and the academy's safeguarding policy
- Be aware of and comply with all academy and federation policies and procedures, those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Academy Ethos

- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010). Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Mathematics at C or above (or equivalent) Relevant education to A level (or equivalent). Good numeracy/literacy skills 	<ul style="list-style-type: none"> Graduate
Experience	<ul style="list-style-type: none"> Recent and relevant experience of library related work Understanding of the importance of confidentiality. Knowledge of safeguarding procedures for young people Understanding of the importance of students achieving their full potential. 	<ul style="list-style-type: none"> Experience of working in a school. Experience of working with 16-20 age group Minimum of 2 years' librarian experience Evidence of further relevant training. Experience of administrative duties including dealing with visitors
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> Excellent ICT skills, specifically Word and Excel, and a willingness to undertake training when required. Good keyboard skills Ability to relate well to children and adults Work constructively as part of a team, understanding of school roles and responsibilities and your own position within these The ability to take initiative, manage own workload and work independently; as well as the ability to work as part of a team Good communication (oral and written), organisation and time-keeping skills Excellent organisational and administration skills, with attention to detail. The ability to work under pressure and meet deadlines. 	<ul style="list-style-type: none"> Effective use of ICT, other specialist resources, including Management Information System software e.g. Bromcom Energy and enthusiasm to improve the learning experience of students.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Please also take a look at our
website: www.harrisclaphamsixthform.org.uk

Thank you for your interest in the Harris Federation. We look
forward to receiving your application.

*If you think a career with us is right for you, discover
more at: www.harriscareers.org.uk*