Aylestone School

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www.aylestone.hereford.sch.uk

Candidate Pack

Librarian Assistant

Required 1st November 2021

LIBRARIAN ASSISTANT

25 hours a week – term-time only

Monday to Friday (start and finish times to be negotiated)

HC4 - Actual Salary £10,690 to £11,122 for 25 hours per week TTO position

A further 5 hours per week are available for a suitable candidate (see description below)

HC4 - Actual Salary £2,138 to £2,224 for 5 hours per week TTO position

Closing date for applications:

Monday 4th October 2021

Interview date:

Thursday 7th October 2021

Headteacher’s Welcome

Dear Candidate,

Thank you for taking the time to find out more about Aylestone School and expressing an interest in this position. This pack is intended to give you more information about this exciting role and our school’s vision and ethos. It is an exciting time at Aylestone School as we build upon the strengths identified in our most recent Ofsted report and now is the time for us to add capacity to our collaborative, resourceful and innovative teaching team.

Aylestone School is located in the picturesque Cathedral City of Hereford, adjacent to the Herefordshire Colleges' campus for Further Education, and 10 minutes walk from the City railway station.

Aylestone is a caring school. Students and staff members matter, consequently, a happy and friendly, atmosphere has been developed combined with a sense of purpose and unity in striving to be the best that we can. We would thoroughly recommend any potential candidates visit the school to experience this for themselves, you will not be disappointed.

If you have the vision and passion to contribute to expanding our school, then we look forward to receiving your application.

Simon Robertson
Headteacher

“The Headteacher is driving improvement by raising the expectations and ambition of staff and pupils.” Ofsted 2016

About the School

Based on a beautiful site, Aylestone School is a mixed 11-16 comprehensive school federated with two of our feeder primary schools, Broadlands and Withington. All three schools are led by one Executive Headteacher.

Aylestone is a thriving, collaborative and caring school with high aspirations for all students. We pride ourselves on being able to offer something different in the city. We are a smaller school, but big enough to offer the breadth of choice and opportunities that other schools do. We know **all** our children and have a school ethos based on mutual respect. Put simply, we are a happy, caring school, small enough to know each student, but also big enough to offer extensive choice and opportunities .

Our core belief is that children are treated as individuals, with personalised targets and support, and a real voice in their own education. Our federation of schools is committed to providing excellence in education.

Our aim is for children to leave for the next stage of their education with the confidence and aptitude to make their own valuable contribution to their community, for staff to recognise their own contribution to this development of children and parents to genuinely be able to support their son or daughter's education. We believe that everyone should have the opportunity to develop a love of life-long learning and through a strong sense of team and community we can achieve excellence together.

We are immensely proud of all of our students and their achievements through their time with us. We place a strong emphasis on the holistic development of each child as a valued individual. We provide a positive, challenging and exciting learning environment in which children flourish. We pride ourselves on relationships in the school. Children & staff are welcoming & friendly. We offer a broad and balanced curriculum and are immensely proud of successes in many areas. Our extra-curricular offer is wide and varied and many students are involved in charitable work and community projects both within school and the wider community.

The School was inspected in January of 2016 under the new more challenging framework. The overall judgement was one of 'requires improvement' meaning that the school is not yet securely good under the new framework. The inspectors were pleased that the school had already identified the areas for improvement and were already working on them, but in some cases the impact seen was in its infancy.

The inspectors made many very positive comments, including:

- "highly effective practice in learning, teaching and assessment exists"
- *"Positive relationships among pupils and between pupils and teachers ensure that pupils apply themselves and work to the best of their ability."*
- *"All most-able pupils achieved five or more good GCSEs including English and mathematics, and the proportion of middle-ability pupils achieving five good GCSEs including English and mathematics was higher than the national figure"*
- *"Pupils are well prepared for life in modern Britain and the school provides for their spiritual, moral, social and cultural development effectively"*

Safeguarding, and the way in which we work hard to keep children safe has also been highlighted as a strength of the school. The school's work to keep pupils safe and secure is good.

About the Role

An exciting opportunity exists to recruit an enthusiastic library assistant with excellent communication and organisational skills. This post requires initiative, flexibility, patience and the ability to enthuse and motivate students in their reading. You will work closely with the English Faculty and directly support the Head of Faculty in developing the reading interests and skills of the student body

We would like to hear from you if:-

- you value teenage literature and think you can enthuse teenagers to read
- you have previous experience of working in an education environment, but this is not essential
- you have enthusiasm and a strong commitment to achievement, safeguarding and welfare of all children
- you have a sense of humour and high expectations of pupil behaviour
- you are flexible, accommodating and a team player
- you are able to work under your own initiative with strong IT and administrative skills

Aylestone is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS Disclosure.

"Many initiatives are now being undertaken to share the best practice in teaching, learning and assessment that is available across subjects." Ofsted

Job Description

"Leadership and management are improving under the guidance of the newly appointed executive Headteacher" Ofsted

Job Title: Library Assistant
Responsible to: The Headteacher, Deputy Headteacher (SENCO) Head of Faculty, English and DSL
Responsible for: No staff management responsibilities.

Key relationships/Functional links with: Students, staff, parents, officers of the LEA, and other agencies, as necessary.

Specific functional links with:

- English Faculty
- All other Faculties
- Student Services
- Achievement Co-ordinators
- Federation schools
- Schools' Library Services
- Other school librarians
- Partner schools/colleges
- Professional organisations

Main Purpose of Job:

To manage the day-to-day running of the school library for the use of pupils and staff and to promote the Library within the school, supervising pupils as necessary.

To prepare resources for teaching and learning, ensuring provision of effective resources and information services.

Main Responsibilities / Accountabilities:

- To select, organise, promote and maintain all materials and to participate in decisions to allocation of budget. In some instances, responsible for a small budget for the purchase of books and resources, as agreed by line manager.
- Day-to-day library duties including shelving books correctly; to index, classify and catalogue materials and maintenance of library databases.
- Supervise the issue and return of books and other resources, issuing overdue reminders, collecting fines and issuing receipts.
- Maintenance of library resources, including annual stock-take, ordering new books and other resources, replacing and repairing of books, keeping close control of stock via appropriate systems.
- Maintenance of library equipment – organising servicing and repair as required.
- Operating library information technology, including the computer system, catalogue search facility, CD-Roms and internet access. Obtain resources from the internet and maintain a database of websites.
- Liaise with teaching staff and the Schools' Library Service to identify ways of developing the Library as an effective learning resource.
- Use specialist experience to support pupils who need to access particular materials.
- Provide support so that they can locate and use materials most appropriate for the task and so further achievement.
- Create an attractive, purposeful and orderly working environment, including the arrangement of furniture, equipment, displays, books and other resources
- Develop strategies to encourage reading and where appropriate targeting varying groups.
- Provide induction sessions for pupils in the use of the library and in research skills.
- Supervision of students using the library environment assisting them in their research, and maintaining standards of behaviour, in the absence of teaching staff.
- Prepare specialist resources as requested, using appropriate computer software as required.

- Liaise with faculties over purchase of new materials.
- Supervise and train pupil librarians where appropriate.
- Attend training sessions as required.
- Attend Faculty meetings as required.
- Organise book fairs or similar events and promote book club where appropriate. Arrange for visiting specialists as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Other duties which are commensurate with this job description may be undertaken by the jobholder.

DATA QUALITY

- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

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General information:

- The post holder will be required to comply with organisation's policies and procedures.
- The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.
- The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.
- Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire
- Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.
- Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

PERSON SPECIFICATION FOR Student Services Administrator

Information for candidates: the person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

	Essential	**Method of Assessment***
Experience	Experience of working in a clerical / administrative role. Some experience of working within a school (either in a paid or voluntary capacity). Experience of administering first aid. Experience of dealing with members of the public.	AF, I
Skills and Abilities	Able to communicate effectively with parents, pupils and visitors to the school. Good knowledge of Word, Excel and / or SIMS. Well-organised and flexible approach to work. Ability to work constructively and supportively as part of a team. Good attention to detail. Able to work largely on one's own initiative.	AF, I
Qualifications and Training	Safeguarding training or willingness to undertake this GCSE Maths and English, Grade C or above, or equivalent. First Aid Qualification or willingness to undertake this	AF
Other Factors	Commitment to working with young people. Willingness to work in support of the inclusive ethos of the school. Enhanced DBS disclosure.	DBS Police Check

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Governors are keen to continue to recruit teachers and ancillary support/administrative staff of integrity, with a passion for their subject and work, with excellent interpersonal skills, to join an existing group of committed and dedicated staff.

Should you wish to visit the school or talk to key staff prior to application then we would welcome the opportunity to meet you and show you around our school. If you would like to arrange such a visit, then please call and ask for Mrs Becky Kastania PA to the Headteacher (01432 357371) to arrange this, or to discuss the post over the phone with Mr Robertson, the Headteacher.

Application forms should be completed and returned along with a covering letter and your CV to admin@aylestone.hereford.sch.uk

"Pupils are well cared for as a result of the schools nurturing ethos. Pupils, parents and staff value this. As a result, excellent relationships are the norm and children feel safe. Pupils' conduct around the school is generally good" Of-