



FROGMORE

COMMUNITY COLLEGE



LIBRARIAN
CANDIDATE INFORMATION





WELCOME TO OUR SCHOOL

Dear Candidate

I am delighted that you have shown an interest in the role Librarian at Frogmore Community College.

This is a fantastic opportunity to join the school at an exciting stage in its history. The school has recently joined Weydon Multi Academy Trust and shares its vision and values (www.weydonmat.co.uk). Joining the trust has made the school ambitious and hungry for further success in the future.

In the next couple of months, the school will receive over £600,000 in the first stage to upgrade parts of the school site and the catering experience for the students. We will have a new Assistant Principal responsible for driving up standards in teaching and learning. In the next couple of months there will be a significant shift in our use of edtech to further support the main thing: student achievements.

At Frogmore we believe that every student can flourish, given the right environment, support and challenge. As a relatively small school, with 716 students on roll, we care deeply about the achievement and wellbeing of every individual. Ofsted captured this ethos when they visited in February 2022, stating: 'The school is a happy and friendly place to learn. Pupils say they feel that they belong to the 'Frogmore family'. They feel well supported and cared for by staff'.

Leadership at Frogmore Community College is strong. Our Senior Leadership Team is united by a shared commitment to achieve the very best for every child. Our small size leads to high levels of consistency and relationships in the school are incredibly positive. We are not complacent, however, and continuously seek to improve.

We are seeking a Librarian who will support and inspire students through a passion for great literature and learning. You will ideally have experience within this environment and be an excellent communicator who is able to make the Library a welcoming environment which celebrates and encourages a love for reading and learning.

You will be joining a strong and collegiate team that has achieved great outcomes for students over recent years. The right candidate will find this appointment extremely rewarding and a fantastic opportunity to develop their own career and make a difference in our community.

We know that working in a school can be demanding. At Frogmore, we pride ourselves on championing staff. We have a wellbeing weekend in November, where staff don't come into school. Every half term staff are nominated anonymously by their peers as 'colleague of the half term' to celebrate their contribution to our school. We enjoy celebrating our successes.

Frogmore Community College is a happy and supportive place to work. We are proud of our school and are always excited by the opportunity to welcome new staff into our 'Frogmore family'.

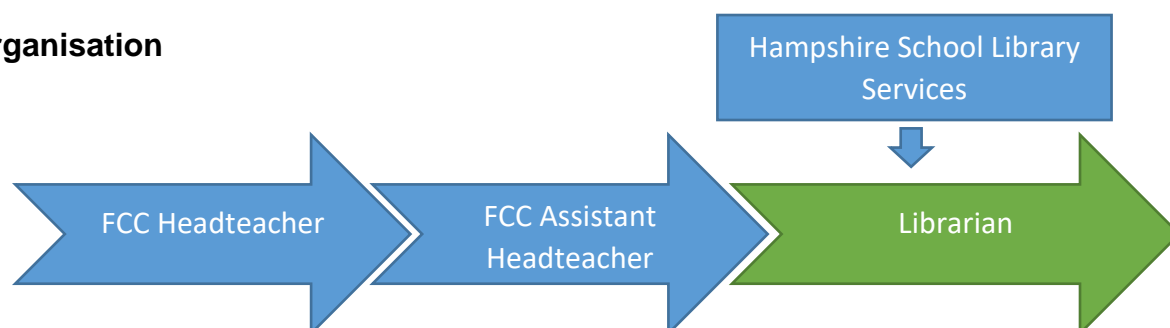
If you want to find out more, we would love to talk to you either in person or over the phone. Please contact our PA, Stacey Osborne, and we can arrange a time.

Laura Goulborn and Matthew Venton
Interim Co-Principals

Job Description – Librarian

Role Title	Librarian
Role Purpose	To be responsible for the day to day management of the LLRC and resources To support pupils' and teachers' curriculum needs To promote students' development as confident, active readers
Responsibilities	To be responsible for the day to day management of the LLRC To actively promote the use of the LLRC with teachers and students To use the library computer system effectively To liaise with teaching staff and students about the selection of books and other resources to support the curriculum, schemes of work and recreational reading needs To manage the exchange of resources with the School Library Service twice a year To perform stock editing to ensure resource standards are maintained To utilise School Library Service purchasing facilities to select books for the LRC to support the curriculum To assess and replace the library stock as necessary To undertake LLRC Induction sessions with Year 7 students To be responsible for managing the LLRC budget and purchase of resources and other items from approved sources To select, train and organise the Student Librarian Team To liaise with line manager about own training for continuous professional development To organise Book Clubs and events for students (for example Hampshire Book Awards) To organise author talks, as required by curriculum areas To contribute articles to the school newsletter about the LLRC
Additional Duties	To supervise students using the LLRC during break time, lunch times and before school and/or after school To provide curriculum support to students and staff as necessary To advise students and staff with book choices To maintain a tidy and attractive working environment To assist with reprographics where appropriate To attend School Library Service twilight meetings as appropriate
Reporting To	Assistant Headteacher at Frogmore Community College
Working Time	Part Time – 36 hours per week, 39 weeks per year
Salary/Grade	WMAT WA5-14 to WA5-20
Disclosure Level	Enhanced

Organisation



Other Accountabilities

Accountability	Expectations
Safeguarding, Student Safety and Wellbeing	<ul style="list-style-type: none">• Be fully committed to safeguarding and promoting the welfare of children• Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.• To attend all Safeguarding and Child Protection statutory training, as required• Adhere to Safeguarding policies and procedures and the Staff Behaviour Policy, upholding professional standards at all times• Demonstrate empathy and kindness towards students and fellow staff
Professional Development	<ul style="list-style-type: none">• Take part in the school's staff development programme by participating in arrangements for further training and professional development• Continue personal development in relevant areas• Engage actively in the Individual Performance Planning process
Communications	<ul style="list-style-type: none">• Communicate effectively with the parents/carers of students, as appropriate• Where appropriate, communicate and co-operate with persons or bodies outside the school
Marketing and Liaison	<ul style="list-style-type: none">• Take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools• Contribute to the development of effective links with external agencies
Management of Resources	<ul style="list-style-type: none">• To assist the Assistant Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students

Other:

In addition to the above, we expect all staff to adhere to all school policies, attend and participate in staff meetings as required and make your own contribution to the community life of the school. Employees are expected to be courteous to colleagues and welcoming to all, in person, on the telephone, or in written correspondence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

Frogmore Community College is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Frogmore Community College 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.



Librarian - Person Specification

Key: App – Application Form Ref – Reference SP – Selection process. This could include a range of exercises, including an interview.		
QUALIFICATIONS		
Good standard of general qualifications	Essential	App/Checking at interview
Commitment to further professional development	Essential	App
Further qualification in a related area	Desirable	App
First aid training	Desirable	App
EXPERIENCE, KNOWLEDGE AND SKILLS		
Relevant experience in education	Desirable	App/SP/Ref
Ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues	Essential	App/SP/Ref
Ability to demonstrate a person-centred commitment, valuing diversity and demonstrating respect for the language, religion and cultures of others	Essential	App/SP/Ref
Ability to work with degrees of risk, change and conflict and to identify personal stress levels, seeking advice and support when necessary within and outside personal supervision	Essential	App/SP/Ref
Work with due regard to confidentiality	Essential	App/SP/Ref
Strong administrative skills	Essential	App/SP/Ref
PERSONAL & PROFESSIONAL QUALITIES		
Self-Awareness: Emotional self-awareness; accurate self-assessment	Essential	SP
Social Awareness: Emotional intelligence; organisational awareness; understanding of appropriate professional behaviours in self and others; excellent presentation and communication skills	Essential	SP
Self-management: Emotional self-control; transparency; adaptability; resilience; initiative; optimism	Essential	SP
Relationship Management: Leadership potential; sense of humour; conflict management; team work and collaboration; warmth	Essential	SP
SPECIAL WORKING CONDITIONS		
To attend any training as deemed appropriate	Essential	SP
Agreement to the Governing Body undertaking a Disclosure & Barring Service check	Essential	SP
Experience of and commitment to effective inclusion and safeguarding strategies and practices	Essential	SP



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