



**GREYFRIARS**  
CATHOLIC SCHOOL



■ **Librarian**

Thank you for your interest in the role of Librarian at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and Archdiocese of Birmingham.



This exciting opportunity has arisen for an enthusiastic and innovative librarian. We are looking for an inspirational and aspirational individual to join our team at Greyfriars Catholic School and contribute to the life chances of the young people in our school community. This is also an exciting time for the school and this role will allow genuine scope to be part of something ambitious and improve the opportunities and outcomes of students in our school community.

This post offers a unique opportunity to build on the success of our library and create something distinctive. We know that reading changes lives. As a former English Faculty Leader, I know the power that a successful library holds in a school. It is a vibrant and important part of any school community. This role suits a candidate who is excited by the prospect of change and shares a vision of ensuring the best possible experience for students.

Our vision at Greyfriars is that we are a Catholic School that champions students so they can flourish individually and collectively. We champion students through teaching them well and holding them to account when they need guidance and support. Championing students means that we have a school where learning is disruption free with the highest expectations and ambition for students. We know that working hard and being kind helps students feel personally and academically successful. In this role, you would be their champion.

Please do not hesitate to contact us to seek further information. I will be delighted to personally show you around our wonderful school, wonderful library and discuss this exciting role in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

## Application Details

We hope you are interested in this exciting opportunity and would like to submit an application form.

To apply for the post of Librarian , please -

- Fully complete the CES application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager, Sophie Upellini, [s.upellini@gfcs.uk](mailto:s.upellini@gfcs.uk) **Tel: 01865 749933**

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

**Interview date: Week beginning 1st July**  
**Job start: September 2024**

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practices

## **JOB DESCRIPTION: LIBRARIAN**

**Grade 8**– Point 18 to 23 Term Time Only Plus 5 Inset days 39 weeks

FTE £29,269 Actual Pay £ 25,464.03 (**consider Grade 9 if experienced**) (**will also consider additional two weeks in the Summer Holidays to support school events**)

**Work Pattern:** 37h/week, Term Time Only, Plus 5 Inset Days

**Contract Type:** Permanent

**Disclosure Level:** Enhanced DBS

**Post reports to:** Curriculum leader for English, Assistant Headteacher

### **Overview of Pope Francis Multi Academy Company**

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith. PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church's educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the Canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Arch-Diocese of Birmingham. The Head Teacher is the school's leading professional.

We are looking for an enthusiastic Librarian to manage, operate and develop the library as a learning environment which serves the entire school community. You will need to be passionate about the reading of young people and able to offer advice and support to students and staff.

### **Core Purpose**

**The management, development and promotion of the library to ensure that an effective resource and information service is provided to all students and staff. Support our mission to champion all students so they flourish individually and collectively.**

### **Core Duties**

#### **Library Management:**

- Lead, run, and oversee the successful management of the library.
- Plan and oversee the financial management of the library budget and the preparation of financial estimates.
- Draw up and implement a policy for the library that reflects the ethos and educational aims and objectives of the school, in conjunction with senior staff and the line manager.
- Compile an annual report on the library's stock and developmental needs in relation to the library's integral role in supporting learning and raising achievement.
- Write and review a yearly improvement plan as part of the school's annual planning cycle.

- Ensure a high standard of display and promotional material to enhance the appearance of the library, providing an attractive environment conducive to study.

### **Resource Management:**

- Select, acquire, organize, promote, and maintain books and non-book resources to cover the full age and ability range of the pupils, ensuring equality of opportunity for all students and staff.
- Optimize the use of ICT services for students to access both inside and outside of school.
- Arrange materials for effective retrieval, including the systematic indexing, classification, and cataloging of all the library's resources.
- Disseminate information about resources to staff and students as appropriate.

### **Curriculum and Reading Support:**

- Lead library lessons that foster a love of reading.
- Support the implementation of reading interventions.
- Contribute to curriculum development through attendance at departmental discussions and informal liaison with individual teachers.
- Establish curriculum links to reading across various subjects.
- Participate with the teaching staff in the planning and development of reading programs.

### **Support for Students:**

- Provide strategies for the selection and evaluation of information resources.
- Assist in the choice of materials to meet curricular and leisure needs.
- Support the implementation of reading interventions
- Compile book lists where appropriate.
- Develop and deliver induction programs for Year 7, Year 10, and 6th form students.
- Act as a form tutor, supervise independent study, and mentor for Extended Project Qualifications (EPQs).

### **6th Form Support:**

- Plan and manage the extended project for 6th form students.
- Supervise silent study sessions for 6th form students.

### **Enrichment Activities:**

- Develop the use of the library before, during, and after school, including break and lunch times.
- Develop extracurricular activities such as a book club and a chess club.
- Develop homework clubs with the support of Special Needs staff.
- Lead the Festival of Reading for World Book Day and the Greyfriars Literary Festival.
- Support at Open Evening and other marketing events in school, as required.

### **Professional Development:**

- Engage in professional development, utilizing advisory services and staying current with children's literature and developments in education and librarianship through membership in CILIP and OSLA (Oxfordshire School Libraries Association).

- Encourage the training and development of staff in the use of the library.

### Additional Duties:

Perform any other duties reasonably regarded as within the nature of the duties and responsibilities of the grade of the post. ad library lessons that foster a love of reading

To continue personal development as agreed. Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection. To support the school in meeting its legal requirements for worship.

### School Ethos

To support the Catholic Ethos of the school. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To continue personal development as agreed To comply with the school's Health and Safety policy and undertake risk assessments as appropriate

## Person Specification – Librarian

### Education/ Qualifications

- Good standard of education including C/5 equivalents in English and maths
- Degree and /or Diploma in Librarianship accredited by CILIP (Chartered Institute of Library and Information Professionals) or willingness to undertake this qualification is desired.

### Skills/Knowledge

- Confident and accurate use of Google (Education)
- Proficient use of SIMs database
- Decision-making skills and the ability to solve problems, prioritise workload and work on own initiative
- Good organisational ability with a systematic and methodical approach
- Excellent communication skills with an ability to communicate with a range of staff, pupils and parents
- High standard of literacy and accuracy
- Tact, diplomacy and ability to maintain confidentiality
- Attention to detail

### Experience

- Experience of working in an Academic Library is preferred
- Experience of working in School environment is preferred

### Interpersonal skills

- Ability to relate to teachers, other professionals, families and students
- Good listening skills
- Ability to work as a member of a team, be solution-focused and work on own initiative

**Other**

- Ability to relate to and promote the ethos of the school
- Willingness to undertake training as required
- Optimistic outlook that recognises the complexity of working in schools but the joy that is at the centre of such important work

**How this is identified**

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

**Notes:**

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school 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 employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Print Name:** .....  
**Signed:** .....  
**Date:**.....  
**Line Manager:** .....

