

# PINNER

## HIGH SCHOOL



## LIBRARIAN

# CANDIDATE INFORMATION PACK

2021/2022

Inspiring Learning



Dear Applicant,

I could not be more excited about Pinner High School, past, present and future. We have much to celebrate: our first set of GCSE results were 24% above the national average for top grades 9-7, we have just finished an £18 million refurbishment programme and we were 1 of just 8 schools nationwide shortlisted for the 2020 TES Secondary school of the year award.

I am now looking for more exceptional colleagues who can make Pinner High School even better. Our opening five years were a great success, with very positive feedback from students, staff and parents. They all rated us 'Outstanding' in all categories at the end of our first year. Ofsted rated us 'Outstanding' in all categories in summer 2019. Most important of all, we have happy students who are keen to learn and lead a busy and active secondary school life.

We have strong foundations but you will bring a fresh perspective to our school to lift us to new heights and help us meet new challenges. We have grown quickly to over a thousand students across Years 7-12, but we still have plenty of areas we are still developing, especially as our Sixth Form continues to grow. You will need to ensure our students continue to make exceptional levels of progress and receive first class pastoral care, with access to the highest quality enrichment activities: everything that is involved on our school motto 'Inspiring Learning' that makes our school an excellent, inclusive one for the whole community. We are 'Stonewall School Champions', have the Silver Arts Mark and 'Green Flag' Eco Schools Award. You will need to be proactively supportive of these programmes.

Whilst setting up Pinner High School is immensely rewarding, growing a new school is certainly challenging. Now open for five years, roles at Pinner High School are demanding and they will expand your professional horizons. You will need to embrace this variety and inspire others to do the same. I call our first group of students the 'Trailblazers', and you will need the same pioneering mindset. I am well aware that no matter how strong the foundations, an organisation is only as good as its people. The Pinner High School that we continue to build together is one where colleagues are valued for the contributions they make to the lives of the young people we serve, and are recognised for the opportunities they provide for our students. Well over a thousand people have applied to work at the school since it was established, and I have exceptionally talented and hardworking colleagues. Continuing Professional Development is a key element of our motto 'Inspiring Learning' as we always strive to be the best we can. We achieved the Investors in People Health and Wellbeing Award in our first year of opening, and on our reaccreditation jumped an extra level to Gold status. New members of staff will share a commitment to a healthy work-life balance.

I am looking for colleagues who embody the Pinner High School Values in everything they do. The 'unfinished' Pinner High School is as exciting a workplace as you can imagine, at the most oversubscribed school in Harrow, in one of London's most brilliant boroughs. Opportunities like this need to be seized.

If Pinner High School sounds like it is right for you, complete the application form in full and submit a personal statement, of no more than two sides of A4. In your personal statement explain why you want to work with us and why you are the best person for the role. Applications must be emailed to [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org). Please include your name and the post you are applying for in the subject line of the email and in the file name with which you save your application.

I look forward to hearing from you.



**Chris Woolf**  
Headteacher

# Librarian

Reports to:	Head of English
Start date:	1 <sup>st</sup> September 2022
Salary:	H4 to H5 depending on experience, £23,395 - £26,983 (£19,922 - £22,977 pro-rata for 39 weeks per year, 36 hours per week)
Hours:	Full Time / 39 weeks, term-time plus one week
Closes:	Monday 18th July 2022
Interviews:	Thursday 20 <sup>th</sup> July 2022

We encourage you to read our website carefully and familiarise yourself with our prospectus, this candidate information pack and the application form for the post.

Pinner High School opened in September 2016 with 150 Year 7 students. We will admit 180 Year 7 students each year; so having 900 Year 7 – Year 11 students. Our onsite sixth form, for up to 250 students, has just opened and admitted our first cohort of Year 12 students for 2021/22 with a full complement of year groups commencing in 2022/23. Alongside this, there are 12 additional places for students with Autistic Spectrum Disorder. Pinner High School is located on Beaulieu Drive, HA5 1NB.

Pinner High School is part of The Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. Our high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

The Harrow Academies Trust also includes Harrow View Primary School, which is a primary school that will be constructed as part of the major housing / regeneration project in Harrow on the site of the current Kodak site.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

While this post is expected to be based predominantly at Pinner High School it may involve work with, and at all schools within, the Trust as the Trust develops.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community

## INTRODUCTION

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a

commitment to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

## **JOB DESCRIPTION:**

### **CORE PURPOSE**

To have day-to-day responsibility for the school's Library and to supervise a purposeful study environment and culture for learning; ensuring all students that use the library and the resources within, do so in an appropriate, responsible manner.

- To lead the strategy for the development of an innovative library environment that is integrated into the life of the school and responsive to the changing needs of students in an increasingly technology focused way of accessing knowledge.
- Support students in all age ranges in developing effective study skills, independent skills and research skills.
- Support teaching staff to maintain suitable books; including journals and other HE/FE
- Ensure all promotional display material in the library and study areas is up to date and enhances the appearance of the school in order to provide an attractive environment conducive to purposeful study, learning and personal enrichment
- To bring life to the school motto of 'Inspiring Learning'.
- Reading and love of reading in the school
- Promoting library to the wider school community
- To support and to promote literacy across the school.

### **KEY RESPONSIBILITIES**

#### **Library:**

- To take an active role in developing events and activities to promote the love of reading and encouraging students to find ways of using library materials to support their learning.
- To develop and implement a library policy which reflects the educational aims and objectives of the whole school (Key Stage 3, 4 & 5)
- To arrange the effective access of resources through a suitable indexing, classification and cataloguing of library resources and disseminating information on those resources to students and staff.
- Plan & oversee a programme for monitoring and evaluating library services & performance, including user surveys and statistics on stock & usage.
- To assist in the maintenance, promotion and development of library resources, including repairs and preparation of books.
- Liaise with Subject Teachers to ensure subject specific resources.
- Prepare & manage the library budget.
- Supervision and monitoring of the library during the time of use and assisting the Teaching & Support Staff in reinforcing school behaviour policies.
- Attending and preparing reports for the Governors' Learning & Curriculum Committee where required.

#### **Other specific duties:**

- To be committed to, and promote, the school's vision, aims, objectives and values.
- To promote positive behaviour and respond appropriately to situations that challenge equality of opportunity.
- To work co-operatively and support the Academy's Professional Review system.

- To be responsible for promoting and safeguarding the welfare of all students.
- To work co-operatively with the admin and support teams and provide assistance as necessary to all parents, students, staff, Governors and other relevant stakeholders.

## NOTES

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

### **Reasons to work at Pinner High School:**

- A friendly, respectful and collaborative environment.
- The opportunity to work with a number of skilled professionals.
- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award.
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves.
- Excellent CPD opportunities including schools within the Trust across the Borough.
- A collaborative approach to building a new school community.

### **Benefits:**

- Continuous professional development;
- Employee Assistance Programme;
- Contributory pension scheme;
- Subsidised meals;
- Free tea and coffee;
- Onsite parking
- Gym access;
- Brand new facilities;
- Free eye care voucher;
- Salary sacrifice scheme for Cycle to work.

### **Application process:**

If Pinner High School sounds like it is right for you:

- Download the application (<https://www.pinnerhighschool.org/news/?pid=0&nid=5>), complete and email to: [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org)
- Submit a personal statement explaining why you want to work with us and why you are the best person for the role.

*CVs strictly not accepted. The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.*

If you have any questions or queries, please contact [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org) or call 020 3096 0769

## SAFEGUARDING & SAFER RECRUITMENT

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children’s Act and associated Government guidance in relation to child protection and safeguarding young people.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. All offer of appointment are subject to an enhanced Disclosure and Barring Service (DBS) check.

For more information about our safeguarding policies, please visit our school website: <http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44>

## PERSON SPECIFICATION

<b>Education, Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Maths & English Grade C or above GCSE (or equivalent)	Yes		Application
Degree or professional qualification		Yes	Application
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Experience of general clerical work	Yes		Application Reference Interview
Experience of working in a school or college library		Yes	Application Interview
Previous experience of working to support young students in an education environment		Yes	Application Reference Interview
Experience of working with data systems and on line materials and a knowledge and understanding of data security		Yes	Application Reference Interview

Experience of working with a range of stakeholders in a service environment		Yes	Application Reference Interview
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Good IT proficiency	Yes		Application Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	Yes		Reference Interview
Demonstrates great communication & interpersonal skills	Yes		Interview Reference
Demonstrates an ability to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school	Yes		Application Reference Interview
Demonstrates an ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	Yes		Reference Interview
Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Yes		Reference Interview
Demonstrates an ability to maintain a non-confrontational approach	Yes		Reference Interview
<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Enthusiasm, energy and commitment	Yes		Reference Interview
High expectations of all young people, respect for their social, cultural, religious & ethnic background, and a commitment to raising the achievement & self-esteem of all young people	Yes		Application Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Application Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Interview

Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Interview
---	-----	--	-----------------------

July 2022