

ACADEMY LIBRARIAN & READING CHAMPION RECRUITMENT PACK



Aim High. Be Proud. Love Life.



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Welcome from our Headteacher

A very warm welcome to Walker Riverside Academy; a fantastic school of which I am extremely proud to be the Headteacher.

Thank you for your interest in the position of Librarian and Reading Champion at Walker Riverside Academy. The Academy is an exciting and thriving 11-19 secondary school at the heart of its community in Walker, Newcastle upon Tyne and we are looking for a Librarian and Reading Champion with drive and determination to work within our Academy.

Walker Riverside Academy serves the community of Walker in Newcastle upon Tyne and is an oversubscribed 11-19 secondary school with 1100 students on roll with that number predicted to increase in coming years.

We help our students to **aim high, be proud** and **love life**, in both their academic and career aspirations, supporting them at every step and guiding them upon options available. It is the daily embodiment of this ethos that makes Walker a truly special school community, with unique opportunities for involvement in the Combined Cadet Force, the TCAT Football Academy, and a growing post 16 partnership to deliver A-Levels at a local Trust partner school North East Futures UTC. The Academy has a curriculum with many unique aspects and a vision that students should be **Globally Aware, Culturally Aware, Self Aware** and **Life Ready with Ambition**. The four 'awares' are the cornerstones of the well considered curriculum intent. We want our students to be proud of both themselves and the school community they attend, whilst developing a love of Academy life. The investment in passionate pastoral and academic support for our young people ensures that we create an atmosphere in which we laugh and learn together. With all students being attached upon entry in Year 7 to one of three schools: Dobson, Grainger, or Stephenson, a sense of belonging and community is created from the outset.

At the heart of Walker Riverside Academy is its talented and dedicated staff. They are its most valuable asset, and they uphold ambitious educational standards which prepare all students for the next phase in their education and life and provide care, guidance, and support in a learning environment characterised by high standards of behaviour and mutual respect. Our Academy is always striving for brilliance and now is a fantastic time to become part of our Walker community, and our wider Tyne Coast Academy Trust.

Academy Life

For more information on Walker Riverside Academy please visit:

Website: www.walker.academy

Facebook: [@walker.academy](https://www.facebook.com/walker.academy)

Twitter: [@WalkerAcademy](https://twitter.com/WalkerAcademy)



Mr G Smith
Head Teacher

Tyne Coast Academy Trust

Tyne Coast Academy Trust is an outward facing Trust with strong links to other successful Trusts in the region. We are currently made up of five schools, two primary schools, two secondary schools and a UTC. The Trust also benefits from being in the unique position of being sponsored by Tyne Coast College (comprising of South Tyneside College and TyneMet College), a world class college with a reputation for excellence.

Our Vision

To be an outstanding MAT, providing world-class education and training.

Our Mission

To provide the highest quality education and training, preparing young people for the future.

Our Values

As an employer and a learning organisation, we will:

- Aim to be excellent in all that we do;
- Celebrate diversity and the rights of others;
- Act with integrity - fairly, openly and transparently; and
- Be welcoming and approachable to all.

Strategic Aims

We aim to:

- Provide high-quality teaching and learning;
- Create a high-quality learning environment;
- Be financially sound, modernise and grow, providing outstanding value for money;
- Provide a curriculum that meets the needs of all stakeholders in an ever-changing world; and
- Work in partnership with the communities we serve, agencies and employers.

Core Values

Tyne Coast Academy Trust:

- Believes every pupil should achieve their potential;
- Believes in developing strong relationships with our pupils, and never giving up on them;
- Believes in being a strong community presence, embedding everything we do in the local community;
- Values and respects the professionalism, commitment, and excellence in our staff;
- Believes the needs of employers should shape our curriculum;
- Will make a significant positive impact on the local, regional and national economy; and
- Welcomes and includes everyone in our community, and value individuality and diversity.

Employee Benefits

Across our trust our teaching staff benefit from:

- A commitment to professional development for all staff;
- A focus on staff wellbeing with designated weeks;
- Access to the Local Government Pension Scheme;
- TCAT continues to follow the Green Book along with national conditions of service for non-teaching staff;
- An opportunity for cross-site working and career development opportunities, including within our Trust schools and our sponsor colleges;
- Access to free gym facilities.

The Application Process

Thank you for your interest in joining Walker Riverside Academy.

The job advert, job description and personal specification have been provided to decide whether you wish to apply for the position. Please take the time to match your skills, experience and career aspirations against this information when applying for the post.

The Application Form

It is important that you complete **all sections** of the application form and that you provide full and accurate information. Please note, CVs will not be accepted.

All applications must be returned by the closing date. Late applications will not be considered.

After the closing date all applications will be examined and shortlisting will take place. You will be notified by email if your application has been successful and you will be invited to attend an interview. Details of the interview, and any required tasks that you will need to prepare for, will also be sent to you. At this point references will be sought if permission has been given.

On the day of the interview you will be asked to bring various forms of identification and original certification as declared on your application.

Post Interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment, which will be followed up with a conditional offer of employment.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter and statement of particulars.

Further Information

For further information please contact Melissa Dobrianski, Head of HR & Business Operations at mdobrianski@tynecoastacademytrust.co.uk

Walker Riverside Academy and Tyne Coast Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate pre-employment checks including an enhanced DBS with barred list check. The Trust will also undertake an online search of publicly available information on all candidates who are shortlisted for an interview.

Job Advert

Academy Librarian and Reading Champion

From: September 2023

Payscale N5 £24,948 - £26,845 per annum, salary is pro rata to weeks worked

37 hours per week, term time only, 5 training days and 5 additional days

Walker Riverside Academy is seeking to appoint an Academy Librarian and Reading Champion to join our Academy. The successful candidate will assist in the day-to-day running and the effective delivery of services in the Academy Library.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD. Opportunities are also available for Trust wide working and career development opportunities. You will also receive consistent support from a dedicated Headteacher, SLT, Deputy CEO, Trust Central Team, Local Governing Body and Trust Board.

If you share our vision, are passionate about raising educational attainment and standards for our highest attainers to our most vulnerable cohorts and ensure our diverse community of students reach their full potential, you can make a difference at Walker Riverside Academy.

The deadline for applications is **3.00 pm, Friday, 16 June 2023**. Please return completed applications to dhancock@tynecoastacademytrust.co.uk

Tyne Coast Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including an enhanced DBS with barred list check.

In accordance with Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

We are proud to be a Disability Confident employer and guarantee an interview to anyone who discloses a disability where their application meets the minimum criteria for the post.

Application packs and further information can be found on the Tyne Coast Academy Trust website <https://www.tynecoastacademytrust.co.uk/join-our-team-current-vacancies/> or by contacting Dayna Hancock, HR Administration Assistant at dhancock@tynecoastacademytrust.co.uk

Closing date: 3.00 pm, Friday, 16 June 2023

Job Description

Post Title	Academy Librarian and Reading Champion	
Evaluation		Grade: N5
Responsible to	Teacher i/c of Reading	
Job Purpose	To assist in the day-to-day running and the effective delivery of services in the Academy Library and support Teacher i/c of Reading with whole school responsibilities.	

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Library

1. To support library users by assisting with the search for books, on-line materials and other resources, providing individual reading guidance and supporting the acquisition of information skills.
2. To ensure appropriate organisation of library maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
3. To assist in the promotion of the library and or its materials including issuing and discharging stock, shelving, processing and maintenance of stock.
4. To assist in the selection and reviewing of books and other resources.
5. To manage displays and exhibitions and the production of book lists and databases in line with the needs of the library.
6. To undertake planned supervision of students during opening hours, before and after school hours, in accordance with academy behaviour policy.
7. To be proactive with communication to support the teacher in reading lessons:
 - a. upkeep of reading records
 - b. knowing the needs of students and supporting these students in lessons
 - c. preparing the library for classes (laying out books, organising seating plans)
 - d. liaise with SEND support to help best support students with SEND
 - e. assist with the morning registration programme - offering PD where applicable.
8. Demonstrate creativity in assisting with the practical resourcing of the library.
9. To assist with promotional activities:
 - a. author visits;
 - b. talks with parents;
 - c. book groups;
 - d. plan, promote and run homework/reading clubs - after school across the school week in the Library.

10. To undertake reading interventions with small groups of students as directed by TiC of reading.
11. To deliver reading lessons with KS3 groups.

Additional responsibilities:

1. To update and maintain accurate reading age scores.
2. To assist in the assessment and provide feedback to students on the AR reading programme.
3. To supervise groups of students alone and participate in general activities as well as specialising in Reading support.
4. To support students by responding to their individual needs and promote inclusion and acceptance of all students in the classroom.
5. To use ICT effectively to support learning activities and develop students' competence and independence in its use.
6. Help supervise students at unstructured times of the day such as lesson transitions, break time and lunch times.

June 2023

Person Specification

Academy Librarian and Reading Champion

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of advancing progress of students within a learning environment.
2	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency.
3	Experience of general clerical/administrative work in a small team setting.
4	Ability to deliver and support library activities and events.
5	Ability to assist and direct pupils in the use of resources.
6	Experience of supporting in classrooms.

Desirable

7	Experience of school library filing systems.
8	The ability to supervise small groups of students alone.
9	Knowledge of library lending and returning procedures.
10	Experience of supervising students in developing reading techniques ie phonics.

Part B: Assessment Stage

Items 1, 2, 3 and 4 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Understanding of classroom roles and responsibilities.
2	Excellent ICT skills and the proven ability to use them effectively to support learning.
3	Able to relate well to children and adults and in particular able to establish positive relationships with students.
4	Able to respond positively and effectively to unexpected problems and situations.
5	Able to work with minimal supervision.
6	Able to work constructively as part of a team and with a flexible approach to work.
7	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people; ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people;
8	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

9	Awareness of relevant legislation relating to child protection.
10	Understanding of principles of child development and learning processes.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with pupils	Yes
Letter of application	Yes	Other (specify)	No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau.
2	Additional criminal record checks if applicant has lived outside the UK.
3	List 99 and/or POCA List (residential establishments only) check.
4	Medical clearance.
5	Two references from current and previous employers (or education establishment if applicant not in employment).



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enquiry@wra.tynecoast.academy



walker.academy