

**SAPIENTIA EDUCATION TRUST
JOB DESCRIPTION
LIBRARY AND CAREERS FACILITATOR**

Line Manager:	Progress Director of Upper School
Salary:	Attleborough Academy Support Staff Salary Scale: <ul style="list-style-type: none">• Points 7-11• FTE £20,444 - £22,129 per annum• Pro Rata £17,506 to £19,288 per annum

THE POST

Attleborough Academy is looking to recruit a Library and Careers Facilitator to provide and maintain a Library service that meets Academy requirements for literacy and reading programmes, whilst working with IAG and Placement Co-ordinator to arrange and deliver events, talks and resources.

Attleborough Academy is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all Attleborough Academy support staff are:

- A team worker with an adaptable and flexible approach to working with teams
- Creative, imaginative and entrepreneurial thinker
- Persistent and resilient approach to work
- Enjoys working collaboratively and seeking collaborative opportunities
- Committed to student success and supporting students to fulfil their potential
- Continuously improving and commitment to own personal and professional development
- May be required to work evenings or weekends
- May be required to travel to other Trust sites

The professional competencies expected of a Library and Careers Facilitator are:

- Expert within Library service specialism with willingness to gain knowledge in careers IAG
- Focused on the provision of excellent services to all customers
- A smart worker with the ability to use systems and technology to effectively and efficiently undertake the role
- Solutions provider, focused on outcomes and able to work on own initiative.

- Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a school/college/student environment
- Knowledge of ways to improve Literacy standards

The qualifications and previous experience required for a Library and Careers Facilitator:

Essential

- Level 2 qualification in English and Maths
- Experience of working with young people to meet individual needs and requirements
- Experience of being open to new ways of working and trailing new ideas

Desirable

- Qualified to Level 3 (A Level equivalent)
- Degree in English
- Experience of working in a Library, preferably within a school environment

JOB SPECIFICATION

General Responsibilities

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- o Equal Opportunities
- o Health, Safety & Welfare
- o Child Protection
- o Data Protection
- o Risk Management

To undertake any other similar duties of this level as required by the Executive Principal/Leadership Team, including providing clerical/admin support as required.

The post-holder will be required to comply with the Attleborough Academy Code of Conduct for Staff and Volunteers.

Attleborough Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. The successful candidate must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- To provide an effective and efficient Library and Careers resource service that is current and meets the overall aims of the Academy and drive further forward improvements in Literacy.
- To support individual students, teachers and subject departments intervention work in Literacy across the curriculum. The Facilitator will arrange for the delivery of research and study skills.
- To work collaboratively with the Careers Advisor and Work Experience Co-ordinator and Careers Lead to organise events and information sessions relating to Careers and work placements.
- To promote the Library and its resources through displays and visits including providing a current and impartial careers and progression opportunities zone for students.
- To ensure the book stock is handled appropriately on a daily basis and support with the management of books and e-resources; including placing orders.
- To participate in activities to promote wider reading, organise and prepare resources for competitions such as SLP Reading Challenge/Year 7 Book Buzz/WBD etc activities.
- To organise and deliver Library induction sessions for students on the use of Library and careers resources.
- To attend Academy meetings and undertake relevant professional development.
- To work with the other SET Library and Careers Facilitators on projects and sharing of best practice.
- Collating, writing, editing and proofreading articles for the Academy website and Academy Times via imedia programme.
- Creating Inventories and distribution of Reading Scheme (ERIC) books.
- Creating inventories of English Faculty books and facilitating Library lessons.
- Update social media sites for Library and whole school Literacy activities.
- Facilitate Sixth Form and Staff Reading Group and other extra-curricular clubs.
- Supervise Sixth Form Year 12 volunteering placements in addition to a team of Student Librarians.
- Assist in organisation of Year 10 Work Experience week by managing paperwork and liaising with the Careers Advisory and Work Experience Co-ordinator.
- Creating and distribution of Careers and IAG newsletters and surveys to parents and carers.
- Responsibility for the loaning out of laptops and cameras.

HOURS OF WORK

Working weeks	Term Time (normally 38 weeks) plus 1 weeks
Hours per week	37 hours per week
Normal Working Pattern	08.30 – 16.30 Monday – Thursday 08.30 – 16.00 Friday
Unpaid Breaks	30 minutes lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.

REMUNERATION

Salary Details:

Attleborough Academy Support Staff Salary Scale:

- Points 7-11
- FTE £20,444 - £22,129 per annum
- Pro Rata £17,506 to £19,288 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join Attleborough Academy's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Attleborough Academy employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Attleborough Academy's Performance Management programme