



***Library and Resources Lead
Required August 2022***

Dear Sir / Madam,

Thank you for your interest in our school, I hope that the information within this pack is sufficient. We are seeking an outstanding candidate to join our staff team as our Library and Resources Lead.

This is a crucial role for the school, it offers the successful candidate the perfect opportunity to become involved in the enriched learning of young people. The ability to work as part of a wider team and learn new skills is more important than specific previous experience.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018. In 2019, we were named as the best state-funded school in Leicestershire by the "Real Schools Guide".

This is an exciting time for us as we build on our now established GCSE achievements of the last 6 years. For the last year of published results (2019) the school achieved an overall progress score of 0.64.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire and Staffordshire.

We welcome and encourage visitors to school. Please feel free to contact Katie Reynolds on kreynolds@tmbs.org.uk for an informal tour, or more information should you wish. The closing date for applications is Monday 27th June (9am). Interviews will take place on Friday 1st July.

Applications are encouraged via email where possible. Please include a covering letter, application form and completed equal opportunities form.

Thank you

Stuart Wilson
Principal



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Job advert:

Library and Resources Lead

The Market Bosworth School is seeking to appoint an inspirational member of staff to join us as our Library and Resources Lead. The successful candidate will play a vital role in the success of the school and will be integral the work we do to support students and staff.

Whilst applicants may have worked with young people in some capacity, specific experience or skills are less important than a dedication to professional development alongside a flexible and committed approach.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018, where inspectors commented "*A sense of care and nurture permeates the school*".

This is an exciting time for the School, as we build on our now established GCSE achievements of the last 6 years of published results, where we have consistently achieved results within the top 10% of all schools.

For further details, including pay and hours, please visit www.tmbs.leics.sch.uk

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

Closing date: Monday 27th June (9am)

Interviews to take place: Friday 1st July.

Contact: Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

"Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils' behaviour around school is exemplary." - Ofsted 2018

Assistant Principals: Gary Marshall, John Slattery, Emma Hadkiss **Academy Business Director:** Bianca Farrell

Station Road Market Bosworth Warwickshire CV13 0JT

Tele: 01455 290251 Fax: 01455 292662 Email: office@tmbs.leics.sch.uk Website: www.tmbs.leics.sch.uk



Background to role:

The Library is a crucial area for the school, meeting the needs of a diverse range of users. On a daily basis it offers a quiet study space, provides a wide range of books and resources and delivers reprographics services to staff and students.

The successful candidate will become a member our wider school support team and work closely with a range of staff. It is vital that they are friendly, enthusiastic and proactive. They will manage the library area on a day to day basis, keeping it up to date and well organised and ensure its effectiveness at all times.

Each day can be varied, therefore a flexible “can do” approach is essential. An interest in literature would be a strong advantage, as the post holder will get involved with the students’ reading, helping them choose books and engage with different materials. Whilst full training on our specific systems will be given where needed, it is important that the successful candidate is able to use their own initiative. There will be daily contact with a wide range students and visitors and it is important that the successful candidate has the confidence and ability to meet their various needs.

Daily tasks may include:

- ✓ Issuing books to staff and students
- ✓ Supporting students with their book choices / study
- ✓ Issuing chromebooks (with the support of the IT department)
- ✓ Ensuring the Library is tidy and welcoming
- ✓ Introducing the Library to new Year 7 students.
- ✓ Providing copying and reprographics services to staff / departments
- ✓ Choosing new books / stock for the Library
- ✓ Managing students within the Library at break and lunch

In 2022 we opened a new purpose built “Study Centre” elsewhere in the school. Whilst the study centre will be staffed separately by existing staff, we expect there to be many aspects of crossover with the Library and opportunities for collaboration.

Assistant Principals: Gary Marshall, John Slattery, Emma Hadkiss **Academy Business Director:** Bianca Farrell



School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *"You have maintained an outstanding quality of education in all aspects of the School"*.

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from an 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have 830 students and approximately 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (60) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2021, we welcomed students from around 28 different Primary Schools, with just 7 being our official "catchment" feeders.

Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school's location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the "housing and services" deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna



"Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate pupils. As one pupil commented, 'We just enjoy feeding off our teacher's energy.'" - Ofsted 2018

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Our Mission

"Educating with care to encourage success for all."

Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.



We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.



We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Sicily and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, vocational visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.

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Job description – Library and Resources Lead

Job Title: Library and Resources Lead

Pay: Pay grade 7/8. The exact grade / hours will be confirmed with the successful applicant. Generally, they would be: 35 hours per week (term time) + 1 week for teacher training days 0.81 FTE. Provisional hours will be 8am to 4pm – Monday to Friday. Approximate pay based on these hours / grade would be £16,805.48 - £20,083.42

Responsible To: School HR and Services Lead

Responsible For: Supporting the learning of students throughout the school by providing a highly functioning Library / reprographics service.

Key Relationships/ Liaison with: Students, Teachers, Other classroom support staff, HR and Services Lead, Leadership team.

Main tasks: To manage and organise the School Library including:

- Providing a welcoming, calm, working environment for students.
- Managing loans of books and other resources (printed and electronic)
- Undertaking a range of reprographics.
- Using and maintaining the Library database.
- Overseeing and managing the library and resources budget.
- Promoting Library use and reading to all students.
- Managing student use of the Library.
- Liaising with the Literacy Coordinator to improve Literacy.

“The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations.” Ofsted 2018

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SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Provide a viable, relevant service meeting the needs of teachers, students, governors and the whole school community
2. Carry out library routines including issue, return, renewal and reservation of resources, managing overdue books, shelving resources and keeping them in order and in good repair; and routines concerned with the receipt and return of resources borrowed from elsewhere e.g. Library Services for Education.
3. To help prepare, monitor and maintain a safe and secure learning environment. To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
4. To contribute to the preparation of a range of resources. To support the staff in their role of delivering high quality teaching and learning to all students.
5. Supporting the learning and teaching needs of students and staff through the provision and effective organisation of resources, including the selection and purchase of stock and cataloguing to ensure ease of access wherever resources might be sited within the school; and manage stock to meet the educational and personal development needs of all pupils whatever their ability or special needs ensuring equal opportunity.
6. Attend and benefit from appropriate external meetings and training opportunities.
7. Liaise with outside agencies as relevant and as required, including Library Services for Education and Leicestershire Library Services, user groups and feeder schools.
8. To contribute to the development and review of relevant policies (e.g. Behaviour Management, Data protection, Literacy etc).
9. Organise and run activity sessions every student lunch time.
10. Induct all new Year 7s explaining the purpose of the library and how it is run. At the direction of a teacher of supervise small groups of KS3 or KS4 students within a pre agreed timetable.
11. To promote positive behaviour and relationships, using effective strategies in a timely manner, in accordance with school policy.
12. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
13. Provide printing for the school and order paper stocks and all consumables.
14. Estimate annual department allowances for reprographics. Input reprographics data into spreadsheet provided by finance department. Notify HODs of balance.
15. To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school/college policy.
16. The postholder may at any point be asked to be to provide additional duties or undertake other tasks as directed by their line manager.

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Principal: Stuart Wilson
Vice Principal: David Beckitt

Generic Duties

- To play a full part in the life of the school community, to support its vision statement, Code of Conduct, ethos and policies, encouraging staff and students to follow this example.
- Adhere fully to Child Protection policies and procedures at all times.
- To carry out other associated duties of a similar level as are reasonably assigned by the Principal or designated person.

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.

The job description sets out duties of the post when it is drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. It is vital to the ethos of the school that the post holder is flexible in taking on additional tasks, willing to offer help, and treats co-operation and support for colleagues as a top priority.

Dignity at work:

To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.



This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

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Personnel Specification – Library and Resources Lead

| | Essential | Desirable |
|--|------------------------------|------------|
| <u>Qualifications</u> <ul style="list-style-type: none">• Good academic qualifications in Maths/numeracy and English/literacy• Other suitable/relevant qualifications• Knowledge / experience of a vocation that could support this role | ✓ | ✓ ✓ |
| <u>Experience</u> <ul style="list-style-type: none">• Experience of supporting planning, evaluation and delivery of learning activities for children and young people in a formal setting.• Comfortable working with students aged 11-16 | ✓ | ✓ |
| <u>Knowledge</u> <ul style="list-style-type: none">• Knowledge of child protection, health and safety procedures and their application in a school/college setting.• Awareness of a range of frameworks that support the education, development and well-being of children. | | ✓ ✓ |
| <u>Skills/Attributes</u> <ul style="list-style-type: none">• Ability and willingness to undertake professional development.• Good interpersonal skills.• Empathy with children and young people.• Ability to effectively manage student behaviour in accordance with school/college policy and procedure.• Ability to work effectively as part of a team. | ✓ ✓ ✓ ✓ | |

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| | Essential | Desirable |
|--|---------------------------|------------------|
| <u>General Circumstances</u> <ul style="list-style-type: none">Attendance - evidence of regular attendance at work.An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. | <div>✓</div> <div>✓</div> | |
| | | |
| <u>Factors not already covered</u> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p> | <div>✓</div> | |

Application details and Interview dates:

Closing date: Monday 27th June (9am)

Interviews to take place: Friday 1st July.

Please complete an application form and send this, together with a covering letter to:

**Stuart Wilson, Principal,
The Market Bosworth School,
Station Road,
Market Bosworth,
Leicestershire.
CV13 0JT**

Applications are preferred via email to office@tmbs.leics.sch.uk

If posting via royal mail please ensure you add sufficient postage for your application.

For further information, please contact Katie Reynolds, PA to Principal, on 01455 290251

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