



The Ellesmere Port
C of E College
Cheshire West

Recruitment Pack

Library Co-ordinator



Frank Field
Education Trust



INFORMATION FOR APPLICANTS

Thank you for downloading this application pack and for your interest in becoming Library Co-ordinator at The Ellesmere Port Church of England College (EPC), Cheshire.

This is an exciting time at the College, as we have made dramatic improvements and seen a complete culture change in recent years, resulting in growing numbers of children applying for places.

We joined the Frank Field Education Trust in December 2018 and this has provided us with a firm foundation to enable us to flourish. As a school within the Frank Field Education Trust, we benefit from the Trust's access to services that will improve the support we can offer to all students and families and also from the opportunity to work with like-minded people, who want the best for children and young people. EPC works in partnership with a number of schools both locally and nationally, including our primary feeder schools and ensures all students have the very best opportunities and outcomes.

Our vision guides us in everything we do and it is what makes us unique within our Trust family of schools and within the wider community of Ellesmere Port.

To act justly, to love with mercy and to walk humbly with our God - Micah 6:8

At EPC, we seek to build a community of faith where our students have the social, intellectual and cultural capital to follow unlimited ideas and dreams. Above all else, we want our students to experience the fullness of life, where the sort of person that they become is of paramount importance.

To **BE MORE** is to be a community which aspires to act justly in all situations; to be kind towards those inside and outside the College; and to be open to God's guidance in all areas of our lives.

We seek to encourage and enable our students to grow and develop, supporting each other to become the best versions of themselves spiritually, socially, culturally, as well as intellectually. To this end, we ensure all children have access to:

- An exceptional academic education (Intellectual Capital)
- A values led approach to education (Cultural Capital)
- The right environment for every child to flourish by building learning communities in partnership with parents and carers (Social Capital)

Achieving these commitments will ensure that, when pupils leave the College, they are ready for the next step in their journey; leaving with the necessary skills and knowledge, and the desire to serve others, to become the next generation of leaders.

Our determination to do this, in its fullest sense, resonates with our Trust motto inspired by the words of Oscar Romero "Aspire not to have more but to be More". At EPC we have very high aspirations for our young people and want the very best for them.

If you feel you can make a contribution to this important enterprise and help our children to be the best that they can be, then I look forward to receiving your application.

If you would like to discuss this vacancy or visit the school please contact Mrs Sue Moran, Senior HR Officer, by email at: HR@epcollege.org or by telephone on: 0151 350 6018.

Mrs Cath Green
Principal

FAITH IN ACTION

“TO ACT JUSTLY, TO LOVE WITH MERCY AND TO WALK HUMBLY WITH OUR GOD” - Micah 6:8

The Ellesmere Port C of E College is proud to be the only Church of England secondary faith school in the town. All aspects of our College life are shaped by our vision and the moral virtues of:

- Courage
- Justice
- Honesty
- Compassion
- Gratitude
- Humility
- Integrity
- Respect

We are proud to work with the Diocese of Chester wider family of schools, that enables us to collaborate with a network of Christian communities. At EPC we ensure that our children have a rich curriculum diet, rooted in Gospel values and we nurture and develop the spiritual life of the school community through Christian living. Our pastoral teams across the College help pupils who may need assistance and all staff give important direction to the faith-life aspect of the College through Collective Worship and various seasonal celebrations in the Christian calendar. Liturgical Themes are reflected upon on a weekly basis and there are resourced activities to enable form tutors to provide a daily act of worship during Academic Review time and in all Assemblies.

As a College, we have extensive links within the wider community and we actively seek to strengthen ties with existing churches and other agencies based locally. This is done through the promotion of charitable causes and events that take place within the life of the school community to promote the living faith of Christianity in the Ellesmere Port area. Pupils and staff regularly support the local Food Bank and other local community events.

Our pupils and staff also have access to a purpose built modern Worship space, including an outdoor reflection garden within the College internal atrium. Faith is at the heart of all we do and we want the staff who join us at EPC to also share our beliefs and vision.

A WELCOME FROM THE CEO OF THE FRANK FIELD EDUCATION TRUST



The Frank Field Education Trust (FFET) is a multi-academy trust (MAT) based in two Regional Schools Commissioners areas (L&WY and West Midlands) which aims to build on the work of the Outstanding teachers, leaders and schools within the Trust to serve the most disadvantaged schools and communities in England.

The founder and Chair of the Trust, the Rt. Hon. Lord Frank Field, served for almost 40 years as the Member of Parliament for Birkenhead. During this time, Frank has written extensively on education and, in 2010, wrote "The Foundation Years: preventing poor children becoming poor adults" report, which is regarded as a landmark document regarding the importance of education and Early Years care in ending disadvantage. The review found that the gap in cognitive, social and emotional skills between the most and least disadvantaged students starts well before children enter the education system. This gap widens still further during school years.

Our intention is to work with schools that buck this national trend, with the aim of equalising or bettering life chances by the time our young people leave school. We believe social justice can be achieved through excellence in education.

We welcome applications from people who share our ambition to provide an education for children that is unparalleled in this country and have the enthusiasm and drive to make this a reality.

Mr Tom Quinn
CEO of The Frank Field Education Trust





ELLESMERE PORT, CHESHIRE

Ellesmere Port is a port town in the Cheshire West and Chester local authority area of Cheshire, England. Ellesmere Port is 6 miles north of Chester, 12 miles south of Birkenhead, 16 miles southwest of Runcorn and 11 miles south of Liverpool.

The town of Ellesmere Port was originally established on the River Mersey at the entrance to the Ellesmere Canal. As well as a service sector economy, it has retained large industries including Stanlow oil refinery, a chemical works and the Vauxhall Motors car factory. There are also a number of tourist attractions including the National Waterways Museum, the Blue Planet Aquarium and Cheshire Oaks Designer Outlet.



JOB DESCRIPTION: Library Co-ordinator

Grade/Salary Scale:	Grade 4, Spinal Column Point 4 – 6 (equating to £9,890 - £10,289)
Reports to:	Director of Standards – Teaching & Learning
Working Pattern:	39 weeks per year (term time plus Inset days) Permanent (22.5 hours per week)

To work with departments and students to ensure that a wide-choice of relevant and modern materials is available to support the curriculum at all levels and enhance students' learning and study skills.

Main Responsibilities:

- To liaise with departments and students to ensure that a choice of relevant and modern materials is available which support the curriculum at all levels.
- To ensure the provision of an extensive selection of fiction and recreational reading, and to encourage reading by any appropriate means.
- To help and support pupils within the Library to enable them to use the facilities provided to enhance their learning and study skills.
- To maintain a computer circulation system involving cataloguing, processing and upgrading the Library's book stock.
- To encourage and develop support from interested students in the operation of the Library.
- To attend staff and other meetings and participate in staff training development work and staff reviews as required
- To perform any other duties as may be reasonably requested by the Leadership Team or Principal.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy, the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

Monitoring:	As specified by the Principal and in accordance with the College calendar.
Meeting Attendance:	As directed.
Other:	Perform whole-College duties and other reasonable tasks, commensurate with the post, as requested by the Principal.



PERSON SPECIFICATION: Library Co-ordinator

Qualifications:

- English and Maths GCSE A* - C or equivalent (Educated to Level 2 – Regulated Qualifications Framework - RQF) or Level 2 Award - Support Work in Schools / Level 2 award -Teaching and Learning in Schools or similar qualification

Experience:

- Experience of working with children
- Experience in communicating, both verbally and in writing, with parents, children and colleagues
- Experience of building effective working relationships with students and colleagues
- Must have good ICT experience (in order to support learning)

Knowledge, Skills and Abilities:

Essential:

- Strong written and verbal communication together with a 'can do' attitude.
- Meticulous attention to detail and a flexible working approach, being able to prioritise workload and conflicting demands, whilst remaining calm.
- Awareness and promotion of safeguarding the welfare of children and young people (Enhanced DBS check required)
- Excellent administrative and organisational skills
- Willing to undertake relevant training and development opportunities
- Able to work effectively within a team environment and undertake a range of roles and responsibilities
- Able to work with all children at all levels regardless of specific individual needs
- An awareness of inclusion especially within a school setting
- Numeracy and literacy experience in a work setting
- Able to inspire, develop and motivate pupils through high expectations of behaviour and application to learning
- Able to demonstrate a genuine respect for all students
- Must display enthusiasm, commitment and flexibility and be able to think clearly under pressure.

Desirable:

- Knowledge and understanding of the national curriculum and other learning programmes.
- Experience of working within a library / learning resource centre environment.
- Experience of working with pupils with additional needs
- Experience of resources preparation to support learning programmes

The Ellesmere Port Church of England College is committed to safeguarding and promoting the welfare of children. This position is subject to an enhanced DBS check.



HOW TO APPLY

If you decide to apply for this position, please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be no longer than two sides of A4 and should address:

- Why you are attracted to this position and College
- How your experiences and achievements match the job description and person specification

Please return your completed application to:

Sue Moran (Senior HR Officer) at: **HR@epcollege.org**

Please note, it is the policy of The Ellesmere Port Church of England College to contact short-listed candidates only.

Key Dates

Closing Date: Monday 4th October 2021, 9.30am

Interviews: Tuesday 12th October 2021

College Location

The Ellesmere Port Church of England College
164 Whitby Road, Ellesmere Port
Cheshire CH65 6EA
Email: info@epcollege.org

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Cheshire West and Council: www.cheshirewestandchester.gov.uk/

Frank Field Education Trust: www.ffet.co.uk



ABOUT THE FRANK FIELD EDUCATION TRUST

The Frank Field Education Trust (FFET) is a Multi Academy Trust (MAT) formed with the explicit intention of delivering world-class education. We do this by delivering a curriculum that focuses on developing intellectual, social and cultural capital in our young people, that will enable them to become adults who will have choice-filled lives and be good people. Our Trust has a particular focus on working with the most disadvantaged in our society and we believe, through excellence in our schools, we can ensure that social justice will prevail for all our students and families. There are currently three schools in FFET (and two Associate Schools):

The Ellesmere Port Church of England College

Based in Ellesmere Port, Cheshire, this 11-18 school has been transformed into a high performing College. It is a faith school and, as such, reflects our vision within a Christian context.

Handforth Grange Primary School

Based in Handforth, near Manchester, this outstanding primary school and National Support School leads the way in innovative curriculum development and inclusion.

Birches Head Academy

Based in Stoke, BHA is our newest school to join the Trust and is rapidly growing in pupil numbers as its reputation for inclusion, diversity and excellence spreads amongst its community.

The Frank Field Education Trust is recognised by the Department for Education as a sponsor. This means the Trust has given a commitment to support academies facing all types of challenges, including educational standards and financial viability. Our growth model is established around local hubs within the Lancashire & West Yorkshire and West Midlands RSC regions which will provide education from 3-18 years and also include support from birth to three years.



Ellesmere Port
C of E College

Handforth Grange
Primary School

Birches Head
Academy



Frank Field
Education Trust

WHAT FFET HAS TO OFFER OUR STAFF:

- We work collaboratively with academies in our FFET family, allowing our students and staff many opportunities to develop themselves. This is embodied in the FFET vision: 'Social Justice through Excellence in Education'.
- A strong organisational culture and purpose.
- A commitment to staff development and staff well-being.
- A palpable sense of community built on trust and transparency.
- A culture that embraces new ideas and uses innovation for continuous improvement.
- The opportunity to help establish a positive school culture that is focused on achievement and well-being.



GROWING NETWORK

Joined December 2018



The Ellesmere Port
C of E College

Joined February 2019



Handforth Grange
Primary School

October 2020

Christ Church Primary
School joined FFET as an
Associate School

November 2020

The Acorns Primary &
Nursery School joined FFET
as an Associate School

Joined December 2020



Birches Head
Academy

September 2021

Early Life Project begins



Early Life
Programme

September 2021

Esprit MAT Partnership
begins



Part of the

Frank Field

Education Trust

Act Justly • Love with Mercy • Walk Humbly

The Ellesmere Port Church of England College, 164 Whitby Road, Ellesmere Port, Cheshire CH65 6EA

Telephone: 0151 350 6000
info@epcollege.org www.epcollege.org



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