



United Learning
The best in everyone™

Briefing Pack for Applicants

Library Manager

January 2025

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Section 1 - Post Advertisement



Sheffield Park Academy
The best in everyone™

Part of United Learning

Job title: Library Manager
Location: Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
Salary: £33,618 gross per annum pro rota, an actual of £29,008.46 gross per annum
Contract: Hours of work are 8:00am – 4:00pm, 37.5 hours per week, 39 weeks per annum.
Start date: ASAP

‘Leaders are ambitious for all pupils to achieve highly’.

‘This is a school where students care for students and are determined that they succeed’.

Ofsted report, December 2022

We are seeking to appoint a hardworking, enthusiastic and conscientious individual for the position of Library Manager - LRC at Sheffield Park Academy to start as soon as possible. We are looking for a passionate individual who believes that reading and literacy should be at the heart of a good school.

The successful candidate will manage the school Library (LRC), providing an effective and up to date library service to the school. Provide guidance and assistance to students with regards to resources and choice, supervision of students through the day, including break and lunchtimes.

This is an excellent opportunity to join an Ofsted rated ‘Good’ academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 school. As part of United Learning our aim is to bring out ‘the Best in Everyone’ and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

The academy has over 1,200 pupils and is situated in purpose-built £30million premises, benefiting from excellent, state-of-the-art facilities. We are part of the United Learning Trust, the largest and one of the most successful academy trusts in the country who offer unrivalled CPD and opportunities for nationwide networking and development opportunities.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the Beautiful Peak District within 20 minutes. Quality of life is routinely ranked very highly, and it is one of the greenest cities in Europe.

<https://www.welcometosheffield.co.uk/>

This role requires a highly focussed individual who is organised and passionate about making a difference for our academy and the local community. The successful candidate will be highly efficient with outstanding attention to detail.

We are looking for someone who is:

- Someone with excellent written and oral communication skills.
- A team player.
- Someone who takes pride in their work.

- Good IT skills.
- You must have good organisational skills and a keen eye for detail.
- Ability to adapt to changing and diverse workload with autonomy and resilience.
- Demonstrate a positive, proactive and professional approach at all times.

We will offer you:

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance

Please refer to the job description and person specification for further details.

To apply, please click the 'apply' button at the top of the advert to complete our online application form, CVs are not accepted. The advert can be found on our vacancies web page: <https://www.sheffieldpark-academy.org/working-for-us/current-vacancies> If you have any queries regarding this role please email hr@unitedlearningyorks.org.uk **The closing date for this post is Midnight, Sunday 09 February 2025.** Interviews will take place soon after. If we receive a high number of applications, we reserve the right to close the advert early.

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

Sheffield Park Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Park Academy



Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of the United Learning and as Principal I would thoroughly recommend working for the group.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Brendan Hesketh
Principal
Sheffield Park Academy

Section 5 – Job Description



Job Description

Post title	Library Manager
Salary	Band 3
Responsible to	Lead Practitioner
Responsible for	The role does not hold any line management responsibilities
Role purpose	The management of the school library, its environment, electronic and hard copies of resources to provide a comprehensive, effective and up to date library service that is accessible to all students.
Relevant qualifications	<ul style="list-style-type: none">• A GCSE grade C (or equivalent) in Maths and English.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and school policies and procedures, and within the legislative framework applicable to schools.

Role Summary

The role of Library Manager will be management of the school library, its environment, electronic and hard copies of resources to provide a comprehensive, effective and up to date library service that is accessible to all students.

Key Responsibilities

Main duties

This serves as guidance only and is not definitive.

- To manage the reading programmes and intervention programmes for students.
- Act as a co-educator by teaching staff and students the skills of information literacy within curricular contexts, particularly collaborating in the planning and delivery of resource based independent learning projects.
- Monitor usage of the Learning Resource Centre, providing analysis of this when requested by the Senior Leadership Team or line manager.
- To support the Literacy Coordinator with improvements to whole school literacy, including testing and intervention.
- To contribute to the literacy improvement plan by organising, implementing and reviewing actions taken.
- Ensure that the LRC is fully stocked, sourcing and providing estimates for new materials.
- Actively promote the LRC and a love of reading via promotional material displayed around the academy and focussed activities for students to participate in during tutor time.
- Arrange materials for effective retrieval, including systematic indexing, classification and cataloguing of all the school's resources.
- Management of the 'Accelerated Reader / Read Write Inc' programme.
- Guide and assist students with appropriate strategies for the selection material.
- Guide and assist students with the effective use of specific resources, including ICT.
- Guide and assist students with the choice of literature that meets both curricular and appropriate ability.
- Guide and assist teachers during curriculum time within the LRC to support private reading.
- Assist teachers with acquisition of curriculum, professional and extra-curricula materials.

- To assist with the supervision of students out of lesson times, including before and after school, break and lunchtime.
- Run regular reading clubs for students outside of lesson time.
- Liaison with all departments in the school and external organisations to ensure appropriate access to learning resources.
- Liaise with the Sheffield Library Service and with other external agencies to ensure that appropriate materials are obtained from outside inter-lending agencies, making full use of advisory services and in-service training available.
- Maintain links with schools within the United Learning cluster to share good practice.
- Liaising with line manager to run ad-hoc/bespoke activities to encourage student interest in the LRC.
- To promote the LRC throughout the academy.
- To support students with private reading practice during lessons and form time.
- To be aware of current library developments and initiatives which would benefit the academy
- To manage the library budget effectively.
- To support the organisation of off timetable special events, trips and workshops to promote reading.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academy at events as appropriate.

- To support and promote the academy and United Learning’s ethos, playing a part in strengthening relationships between academies within the cluster and between the academy and central office.
- To be aware of, and comply with, United Learning’s policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academy and Trust.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Library Manager		
Salary	Band 2		
Education and Qualifications	Essential	Desirable	
A GCSE grade C (or equivalent) in Maths and English	X		
A-levels in English Literature.		X	
Degree qualified.		X	
Degree in Library Management / similar		X	
Experience and Skills	Essential	Desirable	
Experience of working within a learning resource centre within an educational institution or similar / recent graduate in relevant degree area.	X		
The ability to manage and disseminate information in a range of different media.	X		
A knowledge of literature.	X		
Strategic planning skills to support the writing and implementation of the learning resource centre's policy.	X		
Financial management skills for management of library budget.	X		
Behaviour management skills.	X		
Learning support skills.	X		
Familiarity with e-learning packages.		X	
Excellent typing / word processing equivalent RSA 2.		X	
A keen interest in IT and online information and their part in the learning process.		X	
Teamwork	Essential	Desirable	
Recognises the contribution and achievement of colleagues.	X		
Keeps colleagues, stakeholders and/or customers informed of progress.	X		
Treats others fairly, openly and consistently.	X		
Expresses disagreement or challenges views calmly, constructively and tactfully.	X		
Supports and co-operates with colleagues.	X		
Personal Attributes	Essential	Desirable	
Maintains confidentiality and discretion	X		
Able to make connection between their work and the benefits to students.	X		
Good written and verbal communication skills.	X		
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X		
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X		
Organised and good attention to detail.	X		

Ability and willingness to travel to locations within the cluster, attend meetings off-site with agencies, etc.	X	
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Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Sheffield Park Academy

The academy is located in a thriving city close to the beautiful Peak District



Sheffield Park Academy

The best in everyone™

Part of United Learning

Sheffield Park Academy
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org

Email: info@sheffieldparkacademy.org

Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.