



FRAMWELLGATE
SCHOOL DURHAM

LEARNING RESOURCE CENTRE & LIBRARY OFFICER

CANDIDATE INFORMATION PACK

Salary – FSD4 point 5, pro rata salary for 22 hours £12,812 (full time equivalent is £24,790)

Fixed term Contract (2 years)

Part -time, term time only (3 days a week (22hours) - can be flexible with hours)

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Fixed term contract, part time, term time only (max 22 hours per week)

Required from September 2025 or asap

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We are excited to offer this new opportunity for someone to join our school as our LRC & Library Officer. We wish to appoint someone who has a real passion and enthusiasm for supporting students with reading and fostering a love of reading in our school.

We offer an environment where our staff are respected and trusted as professionals. We allow teachers autonomy in the decisions they make for the students in their classrooms, supported by a culture of teacher development and training and we understand the vital role that our support staff have in creating the school culture that we set out to achieve. Collective Endeavour is how we ensure the greatest experience for our students. We strongly believe that autonomy and collaboration allow our staff to achieve true professional joy.

We are a truly inclusive school and for us social justice and providing all of our students with the knowledge and skills to allow them to have a voice and achieve their goals is really important; the most for those that need the most. This is echoed throughout our school with a real commitment to the wellbeing and success of our staff and students. If you think this aligns with your values, then we would love to hear from you.

Michael Wright
Headteacher

CONTACT

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at vacancies@framdurham.com

KEY DATES

The closing date for applications is: Monday 1st September

Shortlisting will take place on: Tuesday 2nd September

Interviews are scheduled to take place: w/b 8th September

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

The Excel Academy Partnership
at Framwellgate School Durham
Newton Drive
Durham
DH1 5BQ





ABOUT FRAMWELLGATE SCHOOL DURHAM

Thank you for considering joining us as Framwellgate School Durham.

The school website is an excellent starting point if you wish to know what life is like here and we would urge everyone to look at this to help them decide if our school is right for you. We're also really keen that people visit the school before applying for any post here so they can have a good sense of our values and ethos and how you can contribute to that.

The school ethos is based on the idea of excellence, inclusivity and all are students being known and valued. It's important to us and our commitment to social justice that these aren't simply words, but what we ask all members of our community to model and practically demonstrate during their time here. If these values speak to you then this could be the school for you.



AIMS AND ETHOS

We want three things for all our students:

1. To be known
2. To be valued
3. To achieve excellence

EXCELLENCE, INCLUSIVITY AND RELATIONSHIPS

All of our students deserve to know, experience and develop **excellence**. Subject expert teachers delivering with passion and engagement allow all our students to learn and achieve, developing the habits they need to be a success.

We are an inclusive school and we recognise that some students will join us and face barriers on their path to excellence. That's why we always focus on how best to support these students, we offer '**The most for those that need the most.**' This commitment to inclusivity and social justice is at the heart of our community.

To ensure we can do these things everyone of our students is **known and valued**, with each success celebrated and each difficulty recognised. This is a community school and every child should feel safe and able to be who they truly are so that they can develop in confidence into young adults ready to do anything they put their minds to.



OUR CURRICULUM

We are rightly proud of our curriculum in terms of both its scope and its ambition.

As a true community and comprehensive school, we want all the children we serve to experience success and also be supported to achieve their maximum potential regardless of what that it is – it's not the grades students get while here that defines them but the destinations they unlock and we're proud of our ability to help every student reach the right destination for them. To enable this we recruit subject specialists, passionate about their chosen area, to share their love for their subject with others. All our staff should still be excited about learning new things themselves and this habit will build the culture of excellence we strive for.

PASTORAL CARE AND SUPPORT



Pastoral care, and the strong relationships between staff and students, is a key strength of the school and is shown in the compassion and respect that all members of our community routinely show to each other. This is a fully inclusive school and we're proud of this fact. All students are placed in tutor groups and remain with their tutor group and their tutor as they move from Year 7 to 11. The tutor is the first port of call for all students and will build up a rapport unique to each child over their time here so that every student feels valued and known. Each year group also benefits from the support of a non-teaching Pastoral Manager, as well as access to other specialists such as our Emotional Wellbeing Worker. This allows students to receive the support they need so they can focus on their education.

Our personal development offer is rich and detailed and aims to ensure that every child leaves not only ready to be a success in life but knows what active choices they can make. The school has a rich extra-curricular and super-curricular offer to help build character in students and we encourage all our staff to help grow this further by running clubs or societies that are close to their personal passions. From the French book club to girls' football, 6th Form reading buddies to Vex Robotics, Climbing to the Broadening Horizons Award, there's something for all students to enrich themselves with.

LEADERSHIP, STAFF WELLBEING & DEVELOPMENT

The leadership of the school is committed to trusting in the professionalism of all its staff. We offer a high level of autonomy so that curriculum areas and individual teachers are trusted to determine what they believe is the best, most enriching and challenging curriculum for our students as well as constantly reflecting on the best pedagogical approach to deliver on that ambition. We promote the fact that this should all be a **collective endeavour** and that it's teams working together that achieve the best results. In return the leadership of the school will look to ensure that we all maintain a calm and orderly environment, that teachers can teach and that the training in school is designed to maximise professional development and help in the maintenance of our high standards.

At a leadership level we are all committed to the values of ethical leadership and to applying this to every aspect of school life. Every member of the school community should feel able to speak to anyone else on a professional level and that their concern or question will be listened to, acknowledged and acted upon. As a consequence of this approach, morale amongst the staff is high as we encourage them to seek **professional joy** and value working here. The school will benefit from a new build due to open in 2027, but the heart of any school is not it's bricks and mortar but the people who work there, something we recognise and celebrate.

LIVING IN THE NORTH EAST

Living in the North East is an attractive proposition. Many of our staff live within our catchment area and house prices in the region mean that it is ideal both for those seeking to establish themselves on the property ladder, or for families in need of more space.

As well as the historic city of Durham with its rich cultural heritage and thriving social scene, the surrounding area offers much in the way of natural beauty for people to enjoy, whether walking in the Wear Valley, going north to the Borders, south to the North York Moors, surfing in the North Sea or spending time in the other local cities of Newcastle or Sunderland.

Well served by transport links, the school is close to both Durham train station, a key stop on the East Coast Mainline, and the A1 (M), allowing easy access to Newcastle, York and London.

Durham is an amazing place to both live and work and we're confident you'll feel the same.



THE ROLE OF THE LRC & LIBRARY OFFICER

The LRC & Library officer has the responsibility for the day-to-day running of the LRC and Library provision to provide a comprehensive service for students and staff.

Key areas of responsibility

- Assist staff and pupils in using library resources
- On a daily basis use library technology including ICT, photocopiers, and cataloguing
- Manage bookings for library space and provide support for activities in liaison with teachers
- Supervise groups of students in library activities
- Manage and maintain stock and equipment to ensure the LRC meets the needs of staff and students
- Check books in and out and log information using available technology
- Liaise with staff to ensure stock supports whole school and departmental/curriculum needs
- Be responsible for a small resource budget
- Update and maintain data and other information
- Contribute to the development of promotions, displays and other activities.
- Manage student librarians and the allocation of their work
- Supervise students in the LRC around the school day including pre and post school, break and lunchtimes.
- Support staff in using the LRC for key events e.g. Book Week, author visits



Our Year 7 and 8 students have 1 hour a week which is dedicated to reading. This sits outside of their English lessons. This is led by our newly appointed Teacher of Reading and lessons take place within the LRC so the LRC officer will play a key role in supporting these lessons and working collaboratively with the Teacher of Reading.

The successful applicant will play a vital role in the development of a wider school reading culture, alongside our Teacher of Reading, Literacy Lead and the leadership team.

JOB DESCRIPTION: LRC & LIBRARY OFFICER

MAIN PURPOSE OF ROLE:

To take responsibility for the day-to-day running of the Learning Resource Centre and Library Provision to provide a comprehensive service for students and staff.

MAIN DUTIES & RESPONSIBILITIES:

To support staff across school in delivering whole school priorities through utilising the LRC as a base for extended learning and to help establish the culture of reading across school.

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GENERAL RESPONSIBILITIES OF ALL STAFF:

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- To comply with the school's requirements for safeguarding and vetting checks.

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- The post holder may be required to undertake any other duties as directed by their line manager, commensurate with the grade and level of the role.
 - Compliance with all policies

The post holder is required to comply with all school policies.

PERSON SPECIFICATION: LRC & LIBRARY OFFICER

CATEGORY	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE English and maths at grades A*-C or equivalent 	<ul style="list-style-type: none"> A level English Hold a recognised library qualification at NVQ level 3 or 4
EXPERIENCE	<ul style="list-style-type: none"> Recent experience of working in a library or other similar environment Managing library stock Managing a small budget Working in a team environment Administrative work Use of appropriate technologies Coordination and liaison with staff Cash handling Use of own initiative Ability to follow instruction 	<ul style="list-style-type: none"> Experience of working in a school Experience in use of SIMS Supporting with publicity and events
SKILLS	<ul style="list-style-type: none"> An awareness/knowledge of: library information, services and resources & the value of reading Excellent numeracy and literacy skills Outstanding communication skills – verbal and written Be able to work under pressure Excellent organisational skills 	<ul style="list-style-type: none"> Knowledge and understanding of how students learn to read and the best strategies to improve reading (e.g. phonics programmes)
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Ability to empathise with and enjoy helping young people of all abilities and cultures Ability to prioritise and delegate effectively. Ability to identify own and others' training & development needs and cooperate with appropriate individuals to address these. Exhibit strong inter-personal skills and excellent customer care skills. Exhibit strong team working skills and due consideration for others. Empathy with students and staff. Proactive approach to work. Willingness to work flexibly when required. 	

THE APPLICATION PROCESS

If you have any queries prior to submitting an application please contact Fiona Thompson, Executive Assistant at vacancies@framdurham.com

Please complete the application form available from our website.

GUIDANCE ON COMPLETING THE APPLICATION FORM:

Candidates are requested to complete the application form in full. Section B requires you to set out thorough evidence of how you meet the criteria included in the person specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Please note, we will not consider applications which do NOT have:

- A completed application form
- A completed Section B

Your completed application form should be emailed 'in confidence' to vacancies@framdurham.com by 9.00am on Monday 1st September

All applications will be acknowledged by email. Please DO NOT upload your application to the website on which this post is advertised and please note that we do not accept CVs.

KEY DATES

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