

**Job Vacancies at Cornerstone Academy Trust**

**School Librarian – Required September 2024**

*Exeter*

This is an exciting time to join us at Cornerstone Academy Trust, with schools based Exeter in East Devon and the coastal towns of Exmouth and Barnstaple. We are wishing to recruit a resolute and professional librarian who will work alongside our other librarians to support children of all ages across the schools.

We are looking for someone who loves books and reading, has a sound and demonstrable knowledge of children’s literature, and has a desire to assist children progress in their reading skills throughout their time at primary school. The postholder will use an online library resource management system alongside Microsoft Teams and Microsoft365 and so must be proficient in the use of IT. Each of our schools has a dedicated, modern, and well stocked library which is at the heart of the school and at the heart of the Trust’s strategy. We open the libraries throughout the whole school day including before and after school. The librarians ensure that we maintain a service across the libraries working with children and their families to build a strong reading ethos and culture within each school. We want every child to be an avid and successful reader.

You will not only be responsible for maintaining the library and the book stock but also supporting children in choosing appropriate books, tracking what they are reading, helping with author visits and in mentoring and tutoring individual children across the curriculum and in their pastoral needs to ensure they make maximum progress in their education. Like other teaching assistants you will play a vital role in the Trust to provide an exciting learning environment.

As a Trust which is also responsible for an English Hub (a DfE programme aimed at sharing best practice in the teaching of reading and English), our librarians play a vital role in supporting our children and role modelling these best practices, as well as supporting teaching staff in choosing and promoting high quality texts.

Required in September 2024, the post is permanent. It is 40 hours per week, for 40 weeks a year (term time plus five non-pupil days, plus one week in the summer holiday). Normal hours of work will be Monday to Friday from 8.30am to 5.00pm, with a 30-minute lunch break. If you are interested in working additional hours, all year round, there are opportunities to work within our holiday club where you will support in delivering an exciting array of activities to the children who attend.

The full-time salary is pro-rated to reflect term time only working and so the actual salary will commence in the region of £21,300 per annum, depending on age and experience. This reflects only working 40 out of 52 weeks.

You will have access to the Local Government pension scheme, a health scheme, a cycle to work scheme and subsidised meals in our staff café with food cooked and served by our own chefs. Successful candidates will be provided with state-of-the-art IT equipment to help them fulfil their duties and we support all staff with an investment in their professional development through training and a good performance management process, where a bonus is payable to those who achieve highly.

We look forward to receiving your application and hopefully meeting you as part of the recruitment process.

*This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:*

[*www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974*](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

*An enhanced Disclosure and Barring Service check is required for all our posts. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

**Closing date:** 30th June 2024

**Interview dates:** Ongoing and as suitable applications are received

A job description and an application form can be obtained at

<http://www.tcat.education/vacancies>

***Please email completed documents to*** [***vacancy@tcat.education***](mailto:vacancy@tcat.education)